



**Southern West Virginia Community and Technical College  
Board of Governors  
Meeting of December 16, 2025  
6:00 p.m.  
100 College Drive, Building C, Room 428  
Logan, West Virginia, and Zoom**

**To Join Zoom Meeting:**

<https://zoom.us/j/93177349374?pwd=0OEXrbeU2SNPVz93EYtB8dNXj6qA4e.1>

**Meeting ID: 931 7734 9374**

**Passcode: 912312**

**Dial In: 1 301 715 8592**

***Mission: Southern West Virginia Community and Technical College provides accessible, affordable, quality education and training that promote success for those we serve.***

**AGENDA**

1. Roll Call, Verification of Quorum, and Call to Order ..... Ms. Sonya Porter  
Board Chair
2. \*Presentation and Acceptance of FY 2025 Financial Audit Presentation
  - 2.1 Independent Auditor's Reports ..... 3  
Suttle & Stalnaker, PLLC Representative
3. Finance Report .....107  
Ms. Velva Pennington Chief Financial Officer
4. President's Report ..... Interim President Dennison
5. Action Items .....Chair Porter
  - 5.1 \*Approval of October 28, 2025, Board Meeting Minutes ..... 109
  - 5.2 \* Request for Final Approval Following 30 Day Comment Period ....Ms. Debbie Dingess,  
Chief Human Resources Officer
    - 5.2.1 SCP-1160, *Equal Opportunity and Nondiscrimination Philosophy* ..... 116
    - 5.2.2 SCP-3670, *Public School Service Program* and  
SCP-3670.A *Public-School Service Form* ..... 121
  - 5.3 \*Request for Final Approval Following Second Additional 30-day  
Comment Period ..... Ms. Debbie Dingess, Chief Human Resources Officer
    - 5.3.1 SCP-1200, *Social Media Policy* ..... 125

#### 5.4 Request for Approval to Release Policies for 30-Day Comment Period

5.4.1 SCP-1375, *Reports of Accidents or Incidents and Clery Act Reporting, and*  
 SCP-1375.A, *Clery Report Form*,  
 SCP-1375.B, *Accident/Incident Report Form*,  
 SCP-1375.C, *Monthly Report of Accidents/Incidents*..... 130

5.4.2 SCP-4800, *Service Animals on Campus* ..... 147

5.4.3 SCP-8601, *Presidential Succession Plan* ..... 153

#### 6. Executive Session Under Authority of WV Code §6-9A-4

6.1 Possible lease and contracts discussion under WV Code §6-9A-4(2)(E)

#### 7. Informational Items..... Chair Porter

7.1 The next regular Board of Governors meeting will be held February 17, 2025,  
 at 6:00 p.m.

#### 8. Adjournment .....Chair Porter

\*Denotes an item requiring action/Approval.

\*\*Upon return to Open Meeting from any Executive Session, the Board of Governors may take action on items discussed.

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**SOUTHERN WEST VIRGINIA  
COMMUNITY AND TECHNICAL COLLEGE**

**REPORT TO THE GOVERNING BOARD**

**SEPTEMBER 30, 2025**



A Professional Limited Liability Company



September 30, 2025

Board of Governors  
Southern West Virginia Community and Technical College  
Mt. Gay, West Virginia

We are pleased to present this report related to our audit of the financial statements of Southern West Virginia Community and Technical College (SWVCTC) for the year ended June 30, 2025. This report summarizes certain matters required by professional standards to be communicated to you in your oversight responsibility for SWVCTC's financial reporting processes.

This report is intended solely for the information and use of management of SWVCTC, the Board of Governors, the Higher Education Policy Commission, the West Virginia Council for Community and Technical College Education, federal and state awarding agencies, and pass-through entities, and is not intended to be, and should not be, used by anyone other than these specified parties. It will be our pleasure to respond to any questions you have regarding this report. We appreciate the opportunity to continue to be of service to SWVCTC.

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## Required Communications

Professional standards require the auditor to communicate certain matters to keep those charged with governance adequately informed about matters related to the financial statement audit that are, in our professional judgment, significant and relevant to the responsibilities of those charged with governance in overseeing the financial reporting process. The following summarizes these communications.

Area	Comments
<b>Auditor's Responsibility Under Professional Standards</b>	<p>We have audited the financial statements of Southern West Virginia Community and Technical College (SWVCTC) for the year ended June 30, 2025 and have issued our report thereon dated September 30, 2025. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and <i>Government Auditing Standards</i>, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 4, 2025. We did not audit the financial statements of the Southern West Virginia Community College Foundation, Inc., the discretely presented component unit of SWVCTC. Those statements were audited by another auditor whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the Foundation, is based solely on the report of the other auditor.</p>
<b>Qualitative Aspects of Accounting Practices</b>	<p><b>Adoption of, or Change in, Accounting Policies</b></p> <p>Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by SWVCTC are described in Note 2 to the financial statements. During 2025, SWVCTC implemented GASB Statement No. 101, <i>Compensated Absences</i>, which resulted in the recognition of certain types of previously unrecorded compensated absences, such as sick leave, that have been earned, accumulated, and are anticipated to be used and paid out. SWVCTC also implemented GASB Statement No. 102, <i>Certain Risk Disclosures</i>, which did not have a material impact on the financial statements.</p> <p>We noted no transactions entered into by SWVCTC during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.</p>

Area	Comments
	<p><b>Management's Judgments and Accounting Estimates</b></p> <p>Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting SWVCTC's financial statements can be found in the following <i>Summary of Accounting Estimates</i>.</p>
	<p><b>Financial Statement Disclosures</b></p> <p>The financial statement disclosures are neutral, consistent and clear.</p>
<p><b>Difficulties Encountered in Performing the Audit</b></p>	<p>We encountered no significant difficulties in dealing with management in performing and completing our audit.</p>
<p><b>Corrected and Uncorrected Misstatements</b></p>	<p>Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. See the attached <i>Summary of Recorded Audit Adjustments</i> and <i>Summary of Uncorrected Misstatements</i>.</p>
<p><b>Disagreements with Management</b></p>	<p>A disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.</p>
<p><b>Management Representations</b></p>	<p>We have requested certain representations from management that are included in the management representation letter dated September 30, 2025.</p>
<p><b>Management Consultations with Other Independent Accountants</b></p>	<p>In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to SWVCTC's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.</p>

Area	Comments
<b>Other Audit Findings or Issues</b>	We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as SWVCTC's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.
<b>Certain Written Communications Between Management and Our Firm</b>	Copies of certain written communications between our firm and the management of SWVCTC are attached as Exhibits.
<b>Other Matters</b>	We applied certain limited procedures to Management's Discussion and Analysis, the Schedule of Proportionate Share of the Net Pension Liability, the Schedule of Pension Contributions, the Schedule of Proportionate Share of the Net OPEB Liability (Asset), and the Schedule of OPEB Contributions, which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.



**Southern West Virginia Community and Technical College**  
**Summary of Accounting Estimates**  
**Year Ended June 30, 2025**

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Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgment. The process used by management encompasses their knowledge and experience about past and current events and certain assumptions about future events. You may wish to monitor throughout the year the process used to compute and record these accounting estimates. The following describes the significant accounting estimates reflected in SWVCTC's June 30, 2025 financial statements:

<b>Area</b>	<b>Accounting Policy</b>	<b>Estimation Process</b>	<b>Comments</b>
<b>Depreciation of capital assets</b>	Straight – line method	Based on cost, or if contributed, at fair value of the asset. Depreciation is calculated using the straight-line method over the estimated useful life. Annually, management reviews capital assets for impairment.	We concur with this process.
<b>Valuation of receivables</b>	Net realizable value	Review of net amounts of anticipated collections, established grants, contracts, and loans and historical collection information.	We concur with this process.
<b>Compensated absences</b>	Estimated	Based upon the amount of accrued vacation and/or sick leave that has been earned, accumulated, and is anticipated to be used, paid out, or otherwise settled using current pay rates.	We concur with this process.
<b>Net pension liability</b>	Estimated	Based upon third party report of the ultimate liability to be paid.	We concur with this process.
<b>Net other postemployment benefits (OPEB) asset/liability</b>	Estimated	Based upon third-party report of the collective net OPEB asset/liability of the RHBT plan.	We concur with this process.
<b>Scholarship allowances</b>	Allocation Method	Allocation of institutional aid based on the lesser of the amount of aid available or the total amount of charges.	We concur with this process.

**Southern West Virginia Community and Technical College**  
**Summary of Recorded Audit Adjustments**  
**Year Ended June 30, 2025**

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During the course of our audit, we accumulate adjustments that are determined by management to be material to the financial statements and to the related financial statement disclosures, or management otherwise determines are appropriate to make. Following is a summary of the adjustments made to the original trial balance we received.

<u>Account</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
<b>Adjusting Journal Entries JE # 1</b>			
To record disposal of Boone & Wyoming campuses, correct gain/loss, and record additions based on buildings and improvement listing.			
190103-0000-9158	Buildings & Building Improvements	332,543.00	-
190503-0000-9158	Accum Depreciation-Buildings	2,595,646.00	-
520113-60-BL0003	Other Sources Unrestricted	1,092,504.00	-
570101-60-9158	Gain on Disp-Sale of Fixed Asset	817,372.00	-
190103-0000-9158	Buildings & Building Improvements		4,505,522.00
79H122-70-4680	Contractual Services	-	8,916.00
79H245-10-8061	Building Equipment	-	71,688.00
79H245-70-4680	Building Equipment	-	40,930.00
79H255-70-4680	Routine Maintenance of Buildings	-	60,392.00
79H264-70-4682	Building Improvements	-	150,617.00
<b>Total</b>		<b>4,838,065.00</b>	<b>4,838,065.00</b>
<b>Adjusting Journal Entries JE # 2</b>			
To correct net pension liability, and deferred outflows for errors in client postings for GASB 68.			
290200-0000-1750	Net Pension Liability	38,896.00	-
62H113-60-380	Pension and Retirement	-	21,630.00
970100-0000-1750	Deferred Outflows STRS	-	17,266.00
<b>Total</b>		<b>38,896.00</b>	<b>38,896.00</b>
<b>Adjusting Journal Entries JE # 3</b>			
To accrue compensated absences for annual and sick leave, and related tax and benefits under GASB 101.			
61H1X1-60-1750	Annual Leave -Accrued	813,480.00	-
62H2X1-60-1750	Leave-Accrued tax & benefits	111,040.00	-
250100-0000-1750	Compensated Absences-Current	-	732,728.00
250101-0000-1750	Compensated Absences- Sick	-	191,792.00
<b>Total</b>		<b>924,520.00</b>	<b>924,520.00</b>
<b>Adjusting Journal Entries JE # 5</b>			
To adjust scholarship allowance to actual.			
500104-60-1750	Scholrshp Allowance-Tuition & Fees	669,176.00	-
793990-60-1750	Scholarships-GASB Allow	-	669,176.00
<b>Total</b>		<b>669,176.00</b>	<b>669,176.00</b>
<b>Adjusting Journal Entries JE # 6</b>			
To adjust T&F revenue and SFA expense.			
500100-10-4680	Tuition In-State	356,250.00	-
793988-10-8733	Scholarships-Federal	-	356,250.00
<b>Total</b>		<b>356,250.00</b>	<b>356,250.00</b>

**Southern West Virginia Community and Technical College**  
**Summary of Recorded Audit Adjustments**  
**Year Ended June 30, 2025**

<u>Account</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
<b>Adjusting Journal Entries JE # 7</b>			
To record FY2025 CIP additions.			
190108-0000-9158	Construction in Progress	759,398.00	-
190503-0000-9158	Accum Depreciation-Buildings	682.00	-
190103-0000-9158	Buildings & Building Improvements	-	150,617.00
580100-70-9158	Paid on Behalf of Southern	-	608,781.00
793943-70-9158	Depreciation Expense-Buildings	-	682.00
<b>Total</b>		<b><u>760,080.00</u></b>	<b><u>768,080.00</u></b>

**Southern West Virginia Community and Technical College**  
**Summary of Uncorrected Misstatements**  
**Year Ended June 30, 2025**

During the course of an audit, we accumulate uncorrected misstatements that are determined by management to be immaterial, both individually and in the aggregate to the financial statements and to the related financial statement disclosures. Following is a summary of those differences.

<u>Account</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
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There were no uncorrected misstatements identified during the course of our audit.

## **Certain Written Communications Between Management and Our Firm**

Management Comment Letter

Engagement Letter

Management Representation Letter

**MANAGEMENT COMMENT LETTER**

Board of Governors  
Southern West Virginia Community and Technical College  
Mt. Gay, West Virginia

In planning and performing our audit of the financial statements of Southern West Virginia Community and Technical College (SWVCTC) as of and for the year ended June 30, 2025 in accordance with auditing standards generally accepted in the United States of America, and *Government Auditing Standards* issued by the Comptroller General of the United States, we considered SWVCTC's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of SWVCTC's internal control. Accordingly, we do not express an opinion on the effectiveness of SWVCTC's internal control.

However, during our audit, we became aware of deficiencies in internal control other than significant deficiencies and material weaknesses, and other matters that are opportunities for strengthening internal controls and operating efficiency. We previously communicated to you about SWVCTC's internal control in our letter dated September 30, 2025. This letter does not affect our report dated September 30, 2025, on the financial statements of SWVCTC. The following summarizes our comments and suggestions surrounding those matters:

#### ***Capital Assets Reconciliations and Recordkeeping***

A full inventory was taken during fiscal year 2023 and capital assets were entered into the wvOASIS fixed asset module. However, because of limitations surrounding classifications and useful lives, depreciation remains a manual calculation. Part of construction in process was erroneously included on the buildings and improvements schedule and capital payments on behalf and the related construction in process was not recorded. As a result, incorrect journal entries were posted to the general ledger related to capital assets, which led to additional journal entries to these and related accounts during the audit of the financial statements.

We recommend SWVCTC continue to focus on improving recordkeeping surrounding capital assets, including the conversion to maintaining electronic records in wvOASIS, and develop procedures whereby the electronic capital asset records are periodically reconciled to the general ledger to ensure the records/listing is maintained on a regular basis and agrees to the general ledger. The reconciliation and related adjustments should be reviewed for clerical accuracy.

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***Unearned Revenue***

SWVCTC has leftover grant funds that have been carried over for several years. The funds have been held because SWVCTC has been waiting until the grants allow the funds to be returned or instruct SWVCTC on how the funds should be spent.

We recommend that management either return the funds to the grant or use the funds in a manner consistent with the original purpose of the grant.

***Information System Governance***

SWVCTC obtained a Service Organization Control (SOC) report for the wvOASIS application from the West Virginia Enterprise Resource Planning Board and reviewed the SOC report; however, the College does not have adequate policies in place to document their review of the SOC report and understanding of the wvOASIS SOC report. Management is responsible for establishing and maintaining an effective system of internal control over financial reporting, including controls over information systems that are critical to the College's financial reporting function. SWVCTC drafted a procedure to document a periodic review of the SOC report, however it was not in effect at June 30, 2025.

We recommend that the College establish and implement policies and procedures to create a documented review of the SOC report. The annual review of the SOC report should include a determination that the appropriate complementary user entity controls are in place and that the service organization's internal controls are functioning properly.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various SWVCTC personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

This communication is intended solely for the information and use of management of SWVCTC, the Board of Governors, the Higher Education Policy Commission, the West Virginia Council for Community and Technical College Education, federal and state awarding agencies, and pass-through entities, and is not intended to be, and should not be, used by anyone other than these specified parties.



Charleston, West Virginia  
September 30, 2025



**ENGAGEMENT LETTER**



August 4, 2025

Velva Pennington, CFO  
Southern West Virginia Community and Technical College  
100 College Drive  
Logan, West Virginia 25601

To Ms. Pennington:

We are pleased to confirm our understanding of the services we are to provide Southern West Virginia Community and Technical College (the College) for the year ended June 30, 2025. The services performed by us pursuant to this engagement are subject to the terms and conditions set forth herein, in any accompanying documents, and in the open end contract/purchase order #26001 and subsequent modifications (the contract) issued by HEPC.

#### **Audit Scope and Objectives**

We will audit the College's financial statements which include the Statement of Net Position, Statement of Revenues, Expenses, and Changes in Net Position and the Statement of Cash Flows, and the disclosures, which collectively comprise the basic financial statements of the College as of and for the year ending June 30, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the College's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the College's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of Proportionate Share of Net Pension Liability
- 3) Schedule of Pension Contributions
- 4) Schedule of Proportionate Share of Net Other Postemployment Benefits (OPEB) Liability (Asset)
- 5) Schedule of Other Postemployment Benefits (OPEB) Contributions
- 6) Notes to the Required Supplementary Information

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The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

The Southern West Virginia Community College Foundation, Inc. is a component unit of the College as defined by GASB Statement Number 39 and you have informed us that it will be required to be included in your financial statements for the year ended June 30, 2025. We understand that the audit of the Southern West Virginia Community College Foundation, Inc. will be conducted by other auditors whose report will be made available to us by September 20, 2025. You have also informed us that any other related entities are immaterial under the provisions of GASB 39 and will not be required to be included in your basic financial statements for the year ending June 30, 2025. We will make reference to the other auditor's audit of Southern West Virginia Community College Foundation, Inc. in our report on your financial statements.

#### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the College and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We have advised you of the limitations of our audit regarding the detection of fraud and the possible effect on the financial statements (including misappropriation of cash or other assets). We are available to perform, as a separate engagement, extended procedures specifically designed to detect fraud; however, you have declined to engage us to do so at this time. As this engagement is not designed to be a fraud audit, management understands and accepts the inherent limitations of the audit services described in this agreement.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

**Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

**Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the College's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

**Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the College involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the College received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the College complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

Management is responsible for providing us with, or making arrangements to facilitate (1) unrestricted communication between us and the component auditor to the extent permitted by law or regulation; (2) communications between the component auditor, those charged with governance of the component, and component management, including communications of significant deficiencies and material weaknesses in internal control; (3) communications between regulatory authorities and the component related to financial reporting matters; (4) access to component information, those charged with governance of the component, component management, and the component auditor (including relevant audit documentation requested by us); and (5) permission to perform work, or request a component auditor to perform work, on the financial information of the component.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document. Suttle & Stalnaker, PLLC consents to the use of audited financial statements and reports as described in the foregoing.

#### **Other Services**

We will also assist in preparing the financial statements and related notes of the College in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

You may request that we preform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter. Our engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate new engagement. The terms and conditions of that new engagement will be governed by a new specific engagement letter for that service.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations and schedules we request and will locate any documents selected by us for testing.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

We understand that you intend to furnish a copy of the College's financial statements, including our report thereon, to the combined West Virginia Council for Community & Technical College Education, a component unit of the West Virginia Higher Education Fund, and such party shall, upon confirmation, utilize this report for preparation of the combined West Virginia Council for Community & Technical College Education financial statements to be reported on by Suttle & Stalnaker, PLLC. In addition, we understand that you will provide a copy of our report to the State of West Virginia for preparation of the combined State of West Virginia financial statements to be reported upon by another auditor.

We will provide copies of our reports to the West Virginia Higher Education Fund, the West Virginia Council for Community & Technical College Education, and the State of West Virginia; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Suttle & Stalnaker, PLLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to representatives of the cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Suttle & Stalnaker, PLLC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the U.S. Government Accountability Office. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Kelly Shafer, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit during June 2025 and to issue our reports no later than October 1, 2025.

We generally base our fees on the time required at our regular rates for the services and personnel assigned plus out of pocket costs and relevant computer charges. Our charges also include other appropriate factors, including the difficulty of the assignment, the degree of skill required, time limitations imposed on us by others, the experience and ability of the personnel assigned and the value of services to the client. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submissions. Our fee for the services described in this letter will be the amount included in the master contract on file with the West Virginia Higher Education Fund. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit.



We will attempt to minimize our fees consistent with quality work. The extent to which we can do this will depend on your personnel offering us clerical and other assistance to prepare schedules, perform analyses, and provide sources documents. Our fee estimate will be subject to adjustments based on unanticipated changes in the scope of our work and/or the incomplete or untimely receipt by us of the information on the client participation list. All other provision of this letter will survive any fee adjustment.

As an attest client, Suttle & Stalnaker, PLLC cannot retain your documents on your behalf. This is in accordance with ET 1.295.143 of the *AICPA Code of Professional Conduct*. The College is responsible for maintaining its own data and records.

Suttle & Stalnaker, PLLC utilizes Citrix's ShareFile system to exchange files with clients. ShareFile access is restricted and unique User IDs will be provided to the College's employees upon request. It is the College's responsibility to promptly notify Suttle & Stalnaker, PLLC when an employee no longer requires access or is terminated. ShareFile is used solely as a method of exchanging information and is not intended to store the College's information. Upon completion of the engagement, data and other content will be removed from the ShareFile system. For multi-year engagements, completion of the engagement occurs when the deliverables are completed for that year and this will occur annually.

### **Reporting**

We will issue a written report upon completion of our audit of the College's financial statements. Our report will be addressed to management and those charged with governance of the College. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the College is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comments received during the period of the contract. Our 2023 peer review report accompanies this letter.

By signing this engagement letter, you authorize us to use the name of your entity in future proposals, as well as to provide contact information for requested references.

We appreciate the opportunity to be of service to the College and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,



Suttle & Stalnaker, PLLC

RESPONSE: This letter correctly sets forth the understanding of Southern West Virginia Community and Technical College.

By: Kelvin Pennington

Title: CFO

Date: 08-13-25

cc: Corley Dennison, Interim President  
Sonya Dingess Porter, Chairperson



**Kelley Galloway  
Smith Goolsby, PSC**

*Certified Public Accountants and Advisors*

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## REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

To the Members of  
Suttle & Stalnaker, PLLC  
and the Peer Review Alliance Report Acceptance Committee

We have reviewed the system of quality control for the accounting and auditing practice of Suttle & Stalnaker, PLLC (the firm) in effect for the year ended May 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under the *Government Auditing Standards*, including a compliance audit under the Single Audit Act, audits of employee benefit plans, and an examination of a service organization (SOC 2® engagement).

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Suttle & Stalnaker, PLLC in effect for the year ended May 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)* or *fail*. Suttle & Stalnaker, PLLC has received a peer review rating of *pass*.

*Kelley Galloway Smith Goolsby, PSC*

Kelley Galloway Smith Goolsby, PSC  
February 22, 2024

**MANAGEMENT REPRESENTATION LETTER**

September 30, 2025

Suttle & Stalnaker, PLLC  
The Virginia Center, Suite 100  
1411 Virginia Street, East  
Charleston, West Virginia 25301

This representation letter is provided in connection with your audits of the financial statements of Southern West Virginia Community & Technical College (the College), which comprise the respective financial position of the business-type activities and the discretely presented component unit as of June 30, 2025 and 2024 and the respective changes in financial position and, where applicable, cash flows for the years then ended, and the disclosures (collectively, the "financial statements"), for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered to be material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of September 30, 2025 the following representations made to you during your audit.

#### **Financial Statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated August 4, 2025, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.

3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. The methods, significant assumptions, and data used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in accordance with U.S. GAAP.
6. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
7. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
8. We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the accounts.
9. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
10. Guarantees, whether written or oral, under which the College is contingently liable, if any, have been properly recorded or disclosed.
11. Receivables recorded in the financial statements represent valid claims against debtors for transactions arising on or before the date of the statement of net position and have been reduced to their estimated net realizable value.
12. We believe that the actuarial assumptions and methods used to measure net pension and net other postemployment benefit liabilities and costs for financial accounting purposes are appropriate in the circumstances.
13. We do not plan to make frequent amendments to our pension or other postretirement benefit plans.

**Information Provided**

14. We have provided you with:
  - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters.



- b. Additional information that you have requested from us for the purpose of the audit.
  - c. Unrestricted access to persons within the College from whom you determined it necessary to obtain audit evidence.
  - d. Minutes of the meetings of the Board of Governors or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 15. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 16. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 17. We have no knowledge of any fraud or suspected fraud that affects the College and involves:
  - a. Management,
  - b. Employees who have significant roles in internal control, or
  - c. Others where the fraud could have a material effect on the financial statements.
- 18. We have no knowledge of any allegations of fraud or suspected fraud affecting the College's financial statements communicated by employees, former employees, regulators, or others.
- 19. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or waste or abuse, whose effects should be considered when preparing financial statements.
- 20. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 21. We have disclosed to you the names of the College's related parties and all the related party relationships and transactions, including any side agreements.
- 22. The following, if any, have been properly recorded or disclosed in the financial statements:
  - a. All significant estimates and material concentrations known to management which are required to be disclosed in accordance with the AICPA's Statement of Position 94-6, Disclosure of Certain Significant Risks and Uncertainties. Significant estimates are estimates at the date of the statement of net position which could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets for which events could occur which would significantly disrupt normal finances within the next year.
  - b. Authorized but unissued bonds and/or notes.



- c. Risk financing activities.
  - d. Derivative financial instruments.
  - e. Special and extraordinary items.
  - f. Deposits and investment securities category of custodial credit risk.
23. We are responsible for making the accounting estimates included in the financial statements. Those estimates reflect our judgment based on our knowledge and experience about past and current events and our assumptions about conditions we expect to exist and course of action we expect to take. In regard, adequate provisions have been made:
- a. To reduce receivables to their estimated net collectable amounts.
  - b. To reduce obsolete, damaged, or excess inventories to their estimated net realizable values.
  - c. To reduce investments, intangibles, and other assets which have permanently declined in value to their realizable values.
  - d. For risk retention, including uninsured losses or loss retentions (deductibles) attributable to events occurring through the date of this letter and/or for expected retroactive insurance premium adjustments applicable to periods through the date of this letter.
  - e. For pension obligations, post-retirement benefits other than pensions and deferred compensation agreements attributable to employee services rendered through the date of this letter.
  - f. For any material loss to be sustained in the fulfillment of, or from the inability to fulfill, any service commitments.
  - g. For any material loss to be sustained as a result of purchase commitments.
  - h. For environmental cleanup obligations.


**Government—Specific**

24. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
25. We have taken timely and appropriate steps to remedy identified and suspected fraud, or noncompliance with provisions of laws, regulations, contracts, and grant agreements that you have reported to us, if any.
26. We have identified to you any previous audits, attestation engagements, and other studies related to the objectives of the audit and whether related recommendations have been implemented.

27. We have identified to you any investigations or legal proceedings that have been initiated with respect to the period under audit.
28. The College has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, or net position.
29. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
30. We have appropriately identified, recorded, and disclosed all leases in accordance with GASBS No. 87, if any.
31. We have appropriately disclosed or recognized conduit debt obligations and/or certain arrangements associated with conduit debt obligations in accordance with GASBS No. 91, if any.
32. We have appropriately disclosed identified, recorded, and disclosed public-private and public-public partnerships and availability payment arrangements in accordance with GASBS no. 94, if any.
33. We have appropriately identified, recorded, and disclosed subscription-based information technology arrangements in accordance with GASBS No. 96, if any.
34. We have identified and disclosed to you all instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we believe have a material effect on the financial statements.
35. We have appropriately measured, recorded, and disclosed compensated absences and other salary-related payments in accordance with GASBS No. 101 .
36. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
37. The College has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
38. The financial statements include all component units, appropriately present majority equity interests in legally separate organizations and joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
39. The financial statements properly classify all funds and activities, in accordance with GASBS No. 34, as amended.

40. All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
41. Components of net position (net investment in capital assets; restricted; and unrestricted) are properly classified and, if applicable, approved.
42. Investments, derivative instrument transactions, and land and other real estate held by endowments are properly valued.
43. Provisions for uncollectible receivables have been properly identified and recorded.
44. Expenses have been appropriately classified in or allocated to functions and programs in the statement of revenues, expenses, and changes in net position, and allocations have been made on a reasonable basis.
45. Revenues are appropriately classified in the statement of revenues, expenses, and changes in net position within operating, non-operating or as other items.
46. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
47. Deposits and investment securities and derivative instrument transactions are properly classified as to risk and are properly disclosed.
48. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated or amortized.
49. We have appropriately disclosed the College's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
50. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

51. As part of your audit, you provided routine technical assistance and assisted with preparation of the financial statements. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for the financial statements and related notes.
52. The financial statements include all fiduciary activities required by GASB No. 84, if any.



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Dr. Corley Dennison, President



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Velva Pennington, Chief Financial Officer

- 5.4 Request for Approval to Release Polices for 30-Day Comment Period
  - 5.4.1 SCP-1375, *Reports of Accidents or Incidents and Clery Act Reporting, and*  
 SCP-1375.A, *Clery Report Form,*  
 SCP-1375.B, *Accident/Incident Report Form,*  
 SCP-1375.C, *Monthly Report of Accidents/Incidents*.....
  - 5.4.2 SCP-4800, *Service Animals on Campus*
  - 5.4.3 SCP-8601, *Presidential Succession Plan*
- 6. Executive Session Under Authority of WV Code §6-9A-4
  - 6.1 Possible lease and contracts discussion under WV Code §6-9A-4(2)(E)
- 7. Informational Items..... Chair Porter
  - 7.1 The next regular Board of Governors meeting will be held February 17, 2025,  
 at 6:00 p.m.
- 8. Adjournment .....Chair Porter

\*Denotes an item requiring action/Approval.

\*\*Upon return to Open Meeting from any Executive Session, the Board of Governors may take action on items discussed.

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Southern West Virginia  
Community and Technical College  
Financial Statements  
Years Ended June 30, 2025 and 2024  
  
and  
  
Independent Auditor's Reports

**SOUTHERN WEST VIRGINIA  
COMMUNITY AND TECHNICAL COLLEGE**

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## INDEPENDENT AUDITOR'S REPORT

Board of Governors  
Southern West Virginia Community and Technical College  
Mt. Gay, West Virginia

### Report on the Audit of the Financial Statements

#### *Opinions*

We have audited the accompanying financial statements of the business-type activities and discretely presented component unit of the Southern West Virginia Community and Technical College (the College), a component unit of the West Virginia Council for Community and Technical College Education, as of and for the years ended June 30, 2025 and 2024, and the related notes to the financial statements, which collectively comprise the College's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of the College as of June 30, 2025 and 2024, and the respective changes in financial position, and where applicable, cash flows thereof for the years then ended in conformity with accounting principles generally accepted in the United States of America.

We did not audit the financial statements of the Southern West Virginia Community College Foundation, Inc., which is a discretely presented component unit of the College. Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the discretely presented financial statements of the Southern West Virginia Community College Foundation, Inc., is based solely on the report of the other auditors.

#### *Basis for Opinions*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. The financial statements of the Southern West Virginia Community College Foundation, Inc. were not audited in accordance with *Government Auditing Standards*. We are required to be independent of the College and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

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***Change in Accounting Principle***

As described in Note 2 to the financial statements, during fiscal year 2025, the College implemented Governmental Accounting Standards Board Statement No. 101, Compensated Absences. Our opinion is not modified with respect to this matter.

***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 6 through 14, the schedule of proportionate share of the net pension liability, schedule of pension contributions, schedule of proportionate share of the net OPEB liability (asset), and schedule of OPEB contributions, and related footnotes on pages 58 through 67 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated September 30, 2025, on our consideration of the College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control over financial reporting and compliance.



Charleston, West Virginia  
September 30, 2025

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2025**

**Overview of the Financial Statements and Financial Analysis**

Southern West Virginia Community and Technical College (the College) presents its financial statements for the fiscal years ended June 30, 2025 and June 30, 2024. The emphasis of discussions about these statements will be on current year data. There are three financial statements presented: the Statements of Net Position; the Statements of Revenues, Expenses, and Changes in Net Position; and the Statements of Cash Flows. This discussion and analysis of the College's financial statements provides an overview of its financial activities for the year and is required supplemental information. Since this analysis is designed to focus on current activities, resulting change and currently known facts, please read it in conjunction with the College's basic financial statements and the footnotes to these financial statements. Responsibility for the completeness and fairness of this information rests with the College.

The Governmental Accounting Standards Board (GASB) establishes standards for the presentation format of College financial statements. The current format places emphasis on the overall economic resources of the College.

**Statements of Net Position**

The Statement of Net Position presents the assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position of the College as of the end of the fiscal year. The Statement of Net Position is a point of time financial statement. The purpose of the Statement of Net Position is to present to the readers of the financial statements a fiscal snapshot of the College. The Statement of Net Position presents end-of-year data concerning assets (current and noncurrent), deferred outflows of resources, liabilities (current and noncurrent), deferred inflows of resources, and net position. The difference between current and noncurrent assets and liabilities is discussed in the footnotes to the financial statements.

From the data presented, readers of the Statement of Net Position are able to determine the assets available to continue the operations of the College. They are also able to determine how much the College owes vendors and lending institutions. The Statement of Net Position provides a picture of the net position and its availability for College expenditures.

Net Position is divided into three major categories. The first category, net investment in capital assets, provides the College's equity in property, plant and equipment owned by the College. The next asset category is restricted net position, which is divided into two categories, nonexpendable and expendable. The College does not currently have nonexpendable restricted net position since all funds of this nature would be directed to the Southern West Virginia Community College Foundation, Inc. The corpus of nonexpendable restricted resources is only available for investment purposes. Expendable restricted net position is available for expenditure by the College but must be spent for purposes as determined by donors and/or external entities that have placed time or purpose restrictions on the use of the assets. The final category is unrestricted net position. Unrestricted net position is available to the College for any lawful purpose.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2025**

**Condensed Schedules of Net Position  
June 30,  
(in thousands)**

	<u>2025</u>	<u>2024</u>	<u>2023</u>
Assets and deferred outflows			
Current assets	\$ 15,816	\$ 14,347	\$ 13,365
Other noncurrent assets	99	312	55
Capital assets, net	<u>24,110</u>	<u>26,047</u>	<u>26,977</u>
Total assets	<u>40,025</u>	<u>40,706</u>	<u>40,397</u>
Deferred outflows of resources	<u>316</u>	<u>212</u>	<u>443</u>
Total	<u>\$ 40,341</u>	<u>\$ 40,918</u>	<u>\$ 40,840</u>
Liabilities, deferred inflows and net position			
Current liabilities	\$ 3,751	\$ 3,444	\$ 3,272
Noncurrent liabilities	<u>158</u>	<u>274</u>	<u>476</u>
Total liabilities	<u>3,909</u>	<u>3,718</u>	<u>3,748</u>
Deferred inflows of resources	<u>311</u>	<u>408</u>	<u>859</u>
Net position			
Net investment in capital assets	24,110	26,047	26,977
Restricted net position, expendable	106	48	-
Unrestricted net position	<u>11,905</u>	<u>10,697</u>	<u>9,256</u>
Total net position	<u>36,121</u>	<u>36,792</u>	<u>36,233</u>
Total	<u>\$ 40,341</u>	<u>\$ 40,918</u>	<u>\$ 40,840</u>

Total net position of the College decreased by \$671 thousand from June 30, 2024 to June 30, 2025. Total net position increased by \$559 thousand from June 30, 2023 to June 30, 2024. These changes are related to a number of factors described on the following pages. Changes in assets and liabilities are highlighted below:

- Increases in current assets were due to additional reimbursements due from the Commission for grant expenses, interest income, and level-up funds not received at year end.
- Capital assets decreased because of closing the Boone Campus and the sale of the Wyoming Campus.
- There was a decrease in the net OPEB asset due to changes in actuarial assumptions because the PEIA subsidy was not included in the State Budget in 2025, which increased employers' expense.
- The implementation of GASB 101 resulted in an increase in current liabilities for compensated absences due to the recognition of sick leave and taxes/benefits related to leave in the accrual.
- The current ratio for both fiscal years 2025 and 2024 is 4.2. The current ratio measures the ability to meet short-term obligations. The current ratio is the most widely used measure of liquidity. Typically, current ratios range from 1 to 4.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2025**

- The net working capital for the College was \$12.1 million at the end of 2025. This is an increase of \$1.2 million from the previous year's working capital of \$10.9 million.

**Statements of Revenues, Expenses and Changes in Net Position**

The difference in total net position as presented on the Statement of Net Position is based on the activity presented in the Statement of Revenues, Expenses and Changes in Net Position. The purpose of the statement is to present the revenues received by the College, both operating and non-operating, and the expenses paid by the College, operating and non-operating, and any other revenues, expenses, gains and losses received or spent by the College.

Operating revenues are received for providing goods and services to the various constituencies of the College. Operating expenses are those expenses paid to acquire or produce the goods and services provided in return for the operating revenues, and to carry out the mission of the College. Revenues received for which goods and services are not provided are reported as non-operating revenues. For example, state appropriations are non-operating because they are provided by the Legislature to the College without the Legislature directly receiving commensurate goods and services for those revenues.

**Condensed Schedules of Revenues, Expenses and Changes in Net Position  
Years Ended June 30,  
(in thousands)**

	<u>2025</u>	<u>2024</u>	<u>2023</u>
Operating revenues	\$ 7,677	\$ 5,956	\$ 6,345
Operating expenses	<u>22,210</u>	<u>19,408</u>	<u>20,232</u>
Operating loss	(14,533)	(13,452)	(13,887)
Non-operating revenues	13,150	13,900	13,694
Capital payments on behalf	609	139	148
Other payments on behalf	<u>103</u>	<u>(28)</u>	<u>(166)</u>
Increase (decrease) in net position	<u>(671)</u>	<u>559</u>	<u>(211)</u>
Net position - beginning of year	<u>36,792</u>	<u>36,233</u>	<u>36,444</u>
Net position - end of year	<u>\$ 36,121</u>	<u>\$ 36,792</u>	<u>\$ 36,233</u>

A review of the individual revenue and expense categories and those items that contributed to the overall increases in net position reveal the following explanations:

***Operating Revenues***

- For fiscal year 2025, operating revenues increased by approximately 29% driven by the increase in State and Federal Grant revenue as well as an imposed 5% tuition rate increase.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2025**

- Grant revenue increased by 43% in 2025; an increase of \$1.7 million. The increase was related to a \$821 thousand increase in state grant revenue, and a 352% or \$925 thousand increase in federal revenue. Specifically, the increases relate to the increase in the WV Higher Education grant and the Federal Pell Grant. The College also received Federal Earmark funds of \$762 thousand.
- Tuition and fee revenue increased by \$8 thousand, a 1% increase from the previous year due to a 5% increase in tuition and fee rates and increases in enrollment, however enrollment increases were driven by the Early College Academy (ECA) Program. ECA students only pay \$75/credit hour, offsetting the increase that should have resulted from increasing tuition rates. Additionally, the College switched from the alternative method to the allocation method as outlined in NACUBO advisory 2023-01, for scholarship allowances, and as a result the allowance offset to tuition and fees increased over \$196 thousand.

***Operating Expenses***

- For fiscal year 2025, the total cost of scholarships increased \$1.7 million or 67%. The increase is primarily due to an increase in the WV Higher Education Grant, the WV Emergency Grant and the Federal Pell Grant.
- For fiscal year 2025, supplies and other services increased approximately \$68 thousand, or 2.7%. The increase is primarily due to the aging of the HVAC systems and the repairs needed to maintain while waiting for the upcoming replacement through the deferred maintenance funding.
- Salaries and wages remained consistent with the prior year, while benefits increased \$990 thousand or 49%. These increases were due to a significant increase in the College's proportion of the actuarially determined OPEB expense and an increase in the cost of WV PEIA Insurance.

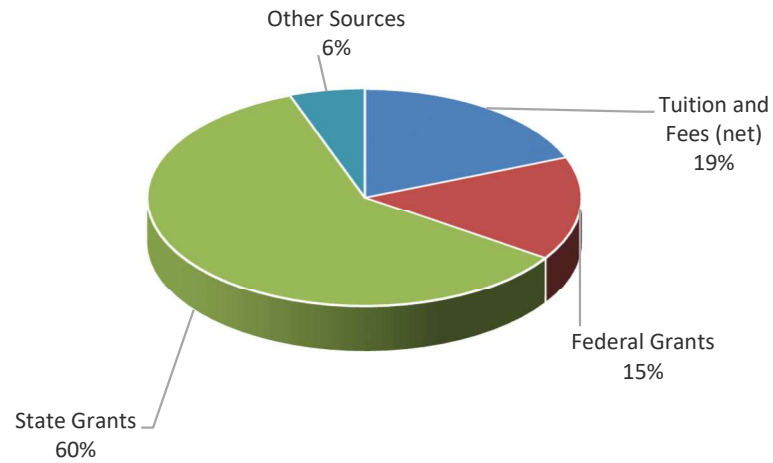
***Non-operating Revenues***

- For fiscal year 2025, there was a decrease in the amount of state appropriations. State appropriations totaled \$9.2 million and \$9.4 million for fiscal years 2025 and 2024, respectively.
- Pell grants totaled nearly \$4.3 million in 2025, an increase of \$275 thousand over fiscal year 2024.
- For fiscal year 2025, investment income decreased \$78 thousand due to decreases in interest rates. Investment income was \$540 thousand in fiscal year 2024.
- Other nonoperating expense increased \$814 thousand due to the disposal of the Boone and Williamson campuses at a loss.

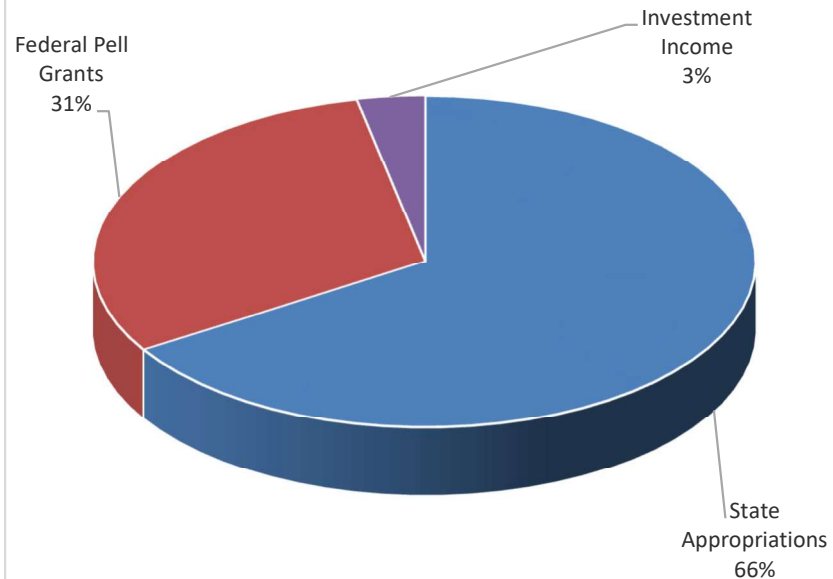
**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2025**

**REVENUE BY SOURCE**

**Operating Revenue**



**REVENUE BY SOURCE**  
**Nonoperating Revenue**

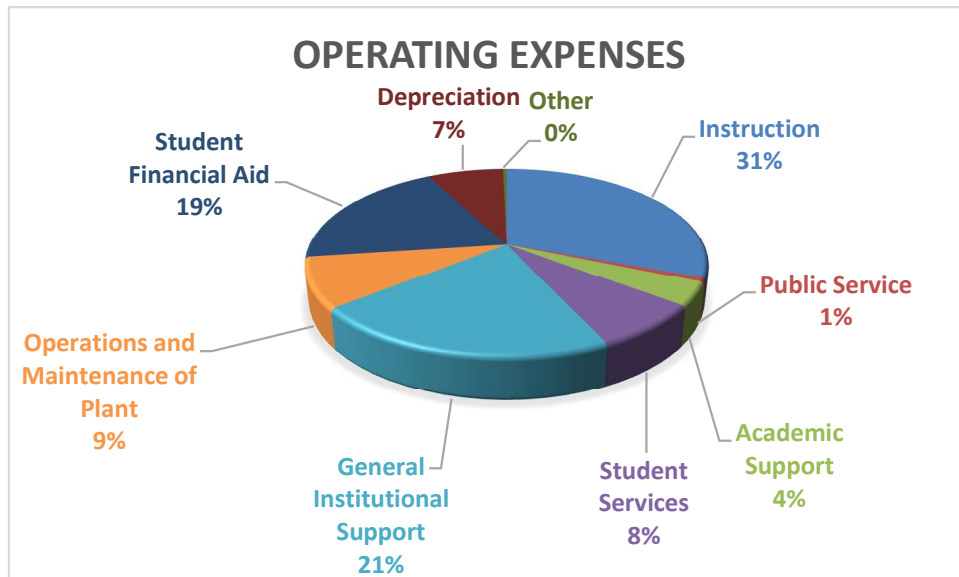


**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2025**

**Operating Expenses  
Years Ended June 30,  
(in thousands)**

	2025	2024	2023	2024 to 2025 Increase (Decrease)	2024 to 2025 Percent Change
Operating expense					
Instruction	\$ 6,787	\$ 6,322	\$ 6,120	\$ 465	7.36%
Public service	147	126	11	21	16.67%
Academic support	892	601	781	291	48.42%
Student services	1,742	1,608	1,032	134	8.33%
Institutional support	4,713	4,347	4,274	366	8.42%
Operations & maintenance plant	1,916	2,149	3,691	(233)	(10.84)%
Financial aid	4,304	2,573	2,724	1,731	67.28%
Depreciation	1,630	1,611	1,531	19	1.18%
Other	79	71	68	8	11.27%
Total	<u>\$ 22,210</u>	<u>\$ 19,408</u>	<u>\$ 20,232</u>	<u>\$ 2,802</u>	<u>14.44%</u>

The following is a graphic illustration of fiscal year 2025 operating expenses:





**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2025**

**Statements of Cash Flows**

The final statement presented by the College is the Statement of Cash Flows. The Statement of Cash Flows presents detailed information about the cash activity of the College during the year. The statement is divided into five parts. The first part deals with operating cash flows and shows the net cash used by the operating activities of the College. The second section reflects cash flows from noncapital financing activities. This section reflects the cash received and spent for non-operating, non-investing, and non-capital financing purposes. The third section deals with cash flows from capital and related financing activities. This section deals with the cash used for the acquisition and construction of capital and related items. The fourth section reflects the cash flows from investing activities and shows the purchases, proceeds, and interest received from investing activities. The fifth section reconciles the net cash used in operations to the operating income or loss reflected on the Statement of Revenues, Expenses and Changes in Net Position.

**Condensed Schedules of Cash Flows  
Years Ended June 30,  
(in thousands)**

	<u>2025</u>	<u>2024</u>	<u>2023</u>
Cash provided (used) by:			
Operating activities	\$ (12,818)	\$ (12,446)	\$ (14,680)
Noncapital financing activities	13,534	13,392	13,073
Capital and related financing activities	70	(575)	(1,126)
Investing activities	<u>462</u>	<u>540</u>	<u>412</u>
Net change in cash	1,248	911	(2,321)
Cash, beginning of year	<u>13,800</u>	<u>12,889</u>	<u>15,210</u>
Cash, end of year	<u>\$ 15,048</u>	<u>\$ 13,800</u>	<u>\$ 12,889</u>

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2025**

**Capital Asset and Debt Administration**

**Capital Assets, Net  
June 30,  
(in thousands)**

	<b>2025</b>	<b>2024</b>	<b>2023</b>	<b>2024 to 2025 Increase (Decrease)</b>	<b>2024 to 2025 Percent Change</b>
Capital Assets					
Land and Improvements	\$ 1,563	\$ 1,563	\$ 1,563	\$ -	0.00%
Construction in process	759	-	-	759	100.00%
Buildings	39,687	44,011	43,939	(4,324)	(9.82)%
Equipment	4,864	4,238	4,072	626	14.77%
Library Holdings	3,943	3,911	3,933	32	0.82%
Total	50,816	53,723	53,507	(2,907)	(5.41)%
Less: Accum Depreciation	(26,706)	(27,676)	(26,530)	970	(3.50)%
Net Capital Assets	<u>\$ 24,110</u>	<u>\$ 26,047</u>	<u>\$ 26,977</u>	<u>\$ (1,937)</u>	<u>(7.44)%</u>

Capital assets net decrease of \$1.9 million was a result of the closing of the Boone Campus as well as the sale of the Wyoming Campus.

At June 30, 2025, the College had no significant outstanding contractual commitments for property, plant and equipment expenditures.

Readers interested in more detailed information regarding capital assets should review the accompanying note 5 to the financial statements.

**Economic Outlook**

The economic outlook for West Virginia (the State), and particularly the College's service area, continues to present challenges. The State has experienced a gradual population decrease of approximately 3% per year since 2009. Over that same period, the College's service area experienced a population decrease of approximately 16%. The State also has one of the nation's oldest populations, and the age distribution is expected to skew toward older age groups in the coming years. The State's college matriculation rate has also experienced a decline over the last several years and dropped to just 47% in 2024. The College's service area has a matriculation rate of only 43%.

These challenges also present opportunities. The Early College Academy has remained steady from 2024. However, the Academy is expected to decrease over the next few years due to the introduction of competition in the local high schools as well as funding challenges.

The College has also adapted its program offerings to the needs of our workforce. Programs such as Commercial Driver's License and Lineman have been successful. The College's Nursing program has expanded to a weekend option to help meet employer demand. Due to the aging population in the College's service area, the healthcare industry job outlook remains strong. The College's programming aims to meet the demand with our Nursing, Radiological Tech, Surgical Tech and other Allied Health programs.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2025**

State appropriations have been steady over the past few years after a decade of fluctuation. The State is now using a higher education funding model for community & technical colleges, which assists the College with predicting future appropriations. While economic performance is expected to remain variable across the State, tax collections from natural gas extraction should help the State budget remain relatively flat.

**Requests for Information**

The financial report is designed to provide an overview of the finances of the College for those with an interest in this organization. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Southern West Virginia Community and Technical College at 100 College Drive, Logan, West Virginia 25601. For additional information on the Southern West Virginia Community College Foundation, Inc., please see their separately issued financial statements.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**STATEMENTS OF NET POSITION**  
**JUNE 30, 2025 AND 2024**

	2025	2024
<b>ASSETS AND DEFERRED OUTFLOWS</b>		
<b>CURRENT ASSETS:</b>		
Cash and cash equivalents	\$ 15,048,139	\$ 13,800,010
Accounts receivable, net of allowance for doubtful accounts	530,999	453,452
Due from the Commission/Council	234,932	87,220
Prepaid expenses	1,919	6,261
Total current assets	<u>15,815,989</u>	<u>14,346,943</u>
<b>NONCURRENT ASSETS:</b>		
Other accounts receivable	49,296	51,945
Net other postemployment benefit (OPEB) asset	49,576	259,792
Capital assets, net of accumulated depreciation	24,109,856	26,046,806
Total noncurrent assets	<u>24,208,728</u>	<u>26,358,543</u>
<b>DEFERRED OUTFLOWS OF RESOURCES:</b>		
Deferred outflows relating to pension	67,839	81,557
Deferred outflows relating to OPEB	248,815	130,819
Total deferred outflows of resources	<u>316,654</u>	<u>212,376</u>
<b>TOTAL</b>	<u><u>\$ 40,341,371</u></u>	<u><u>\$ 40,917,862</u></u>
<b>LIABILITIES, DEFERRED INFLOWS, AND NET POSITION</b>		
<b>CURRENT LIABILITIES:</b>		
Accounts payable	\$ 4,097	\$ 4,097
Due to the Commission/Council	-	3,199
Due to other State agencies	26,783	1,508
Due to other governments	284,740	284,740
Accrued liabilities	774,665	752,145
Compensated absences	924,520	689,737
Unearned revenue	1,736,174	1,708,282
Total current liabilities	<u>3,750,979</u>	<u>3,443,708</u>
<b>NONCURRENT LIABILITIES:</b>		
Net pension liability	158,430	273,607
Total noncurrent liabilities	<u>158,430</u>	<u>273,607</u>
<b>DEFERRED INFLOWS OF RESOURCES:</b>		
Deferred inflows relating to pension	118,745	66,447
Deferred inflows relating to OPEB	191,776	342,137
Total deferred inflows of resources	<u>310,521</u>	<u>408,584</u>
<b>NET POSITION:</b>		
Net investment in capital assets	24,109,856	26,046,806
Restricted, expendable	106,615	48,474
Unrestricted net position	11,904,970	10,696,683
Total net position	<u>36,121,441</u>	<u>36,791,963</u>
<b>TOTAL</b>	<u><u>\$ 40,341,371</u></u>	<u><u>\$ 40,917,862</u></u>

The Accompanying Notes Are An Integral  
Part Of These Financial Statements

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION**  
**YEARS ENDED JUNE 30, 2025 AND 2024**

	2025	2024
OPERATING REVENUES:		
Student tuition and fees, net of scholarship allowance of \$4,454,621 and \$4,258,116 for 2025 and 2024, respectively	\$ 1,454,395	\$ 1,446,376
Contracts and grants:		
Federal	1,186,970	262,319
State	4,607,531	3,786,318
Auxiliary enterprise revenue	-	14,156
Miscellaneous, net	428,555	446,985
Total operating revenues	<u>7,677,451</u>	<u>5,956,154</u>
OPERATING EXPENSES:		
Salaries and wages	9,887,615	9,881,471
Benefits	3,009,401	2,019,507
Supplies and other services	2,566,067	2,498,908
Utilities	734,470	753,330
Student financial aid - scholarships and fellowships	4,304,041	2,573,352
Depreciation	1,629,672	1,611,227
Fees assessed by the Commission for operations	79,168	70,522
Total operating expenses	<u>22,210,434</u>	<u>19,408,317</u>
OPERATING LOSS	<u>(14,532,983)</u>	<u>(13,452,163)</u>
NONOPERATING REVENUES:		
State appropriations	9,217,907	9,351,138
Gifts	44,000	44,000
Investment income	462,513	540,286
Federal Pell grants	4,271,955	3,996,963
Other nonoperating revenues (expenses)	(846,350)	(32,701)
Total nonoperating revenues	<u>13,150,025</u>	<u>13,899,686</u>
INCREASE (DECREASE) IN NET POSITION BEFORE OTHER REVENUES, EXPENSES, GAINS, OR LOSSES	(1,382,958)	447,523
CAPITAL PAYMENTS MADE AND EXPENSES INCURRED ON BEHALF OF THE COLLEGE	608,781	139,125
PAYMENTS MADE AND EXPENSES (OFFSET) INCURRED BY THE STATE ON BEHALF OF THE COLLEGE	103,655	(27,749)
INCREASE (DECREASE) IN NET POSITION	<u>(670,522)</u>	<u>558,899</u>
NET POSITION - Beginning of year	<u>36,791,963</u>	<u>36,233,064</u>
NET POSITION - End of year	<u>\$ 36,121,441</u>	<u>\$ 36,791,963</u>

The Accompanying Notes Are An Integral  
Part Of These Financial Statements

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
STATEMENTS OF CASH FLOWS  
YEARS ENDED JUNE 30, 2025 AND 2024

	2025	2024
CASH FLOWS FROM OPERATING ACTIVITIES:		
Cash received from student tuition and fees	\$ 1,376,848	\$ 1,304,380
Cash received from contracts and grants	5,683,532	4,326,976
Payments to and on behalf of employees	(12,598,417)	(12,553,717)
Payments to suppliers	(2,590,794)	(2,588,053)
Payments to utilities	(734,470)	(753,330)
Payments for scholarships and fellowships	(4,304,041)	(2,573,352)
Auxiliary enterprise charges	-	14,156
Fees assessed by Commission	(79,168)	(70,522)
Other receipts, net	428,555	446,985
Net cash used in operating activities	<u>(12,817,955)</u>	<u>(12,446,477)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:		
State appropriations	9,217,907	9,351,138
Federal student loan program - direct lending receipts	1,398,262	1,548,185
Federal student loan program - direct lending payments	(1,398,262)	(1,548,185)
Gifts	44,000	44,000
Pell grants	4,271,955	3,996,963
Net cash provided by noncapital financing activities	<u>13,533,862</u>	<u>13,392,101</u>
CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES:		
Purchases of capital assets	(993,816)	(574,824)
Proceeds from sales of capital assets	1,092,504	-
Other nonoperating revenues (expenses)	(28,979)	111
Net cash provided by (used in) capital financing activities	<u>69,709</u>	<u>(574,713)</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Interest on investments	462,513	540,286
Net cash provided by investing activities	<u>462,513</u>	<u>540,286</u>
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	1,248,129	911,197
CASH AND CASH EQUIVALENTS - Beginning of year	<u>13,800,010</u>	<u>12,888,813</u>
CASH AND CASH EQUIVALENTS - End of year	<u>\$ 15,048,139</u>	<u>\$ 13,800,010</u>
RECONCILIATION OF OPERATING LOSS TO NET CASH USED IN OPERATING ACTIVITIES:		
Operating loss	\$ (14,532,983)	\$ (13,452,163)
Adjustments to reconcile operating loss to net cash used in operating activities:		
Depreciation expense	1,629,672	1,611,227
Pension expense (offset) - special funding situation	19,721	66,103
OPEB expense (offset) - special funding situation	83,934	(93,852)
Changes in assets, deferred outflows of resources, liabilities, and deferred inflows of resources:		
Accounts receivable, net of allowance for doubtful accounts	(77,547)	(141,996)
Due from the Commission/Council	(147,712)	75,732
Prepaid expenses	4,342	(4,010)
Other accounts receivable	2,649	3,410
Deferred outflows of resources	(104,278)	230,391
Accounts payable	-	(20,020)
Due to the Commission/Council	(3,199)	3,199
Due to other State agencies	25,275	(5,801)
Accrued liabilities	22,520	(43,975)
Compensated absences	234,783	32,774
Other postemployment benefit (OPEB) liability (asset)	210,216	(456,805)
Net pension liability	(115,177)	(5,694)
Unearned revenue	27,892	205,209
Deferred inflows of resources	(98,063)	(450,206)
Net cash used in operating activities	<u>\$ (12,817,955)</u>	<u>\$ (12,446,477)</u>
NONCASH TRANSACTIONS:		
Capital payments made and expenses incurred on behalf of the College	<u>\$ 608,781</u>	<u>\$ 139,125</u>

The Accompanying Notes Are An Integral  
Part Of These Financial Statements

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.  
**STATEMENTS OF FINANCIAL POSITION**  
**DECEMBER 31, 2024 AND 2023**

	2024	2023
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 117,553	\$ 36,086
Restricted cash and cash equivalents	401,477	376,773
Certificate of deposit	59,646	57,278
Investments	4,599,091	3,975,607
Prepaid expenses and other assets	11,173	10,789
Contributions receivable	254,781	210,102
<b>Total assets</b>	<u>\$ 5,443,721</u>	<u>\$ 4,666,635</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>LIABILITIES</b>		
Accounts payable	\$ 5,345	\$ 895
<b>Total liabilities</b>	<u>5,345</u>	<u>895</u>
<b>NET ASSETS</b>		
With donor restrictions	4,588,828	3,858,524
Without donor restrictions	849,548	807,216
<b>Total net assets</b>	<u>5,438,376</u>	<u>4,665,740</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 5,443,721</u>	<u>\$ 4,666,635</u>

The Accompanying Notes Are An Integral  
Part Of These Financial Statements

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.  
**STATEMENT OF ACTIVITIES**  
**YEAR ENDED DECEMBER 31, 2024**

	Net Assets Without Donor Restrictions	Net Assets With Donor Restrictions	Total
<b>REVENUES AND OTHER SUPPORT</b>			
Contributions	\$ 192,870	\$ 422,434	\$ 615,304
Contributions - donated services	136,921	-	136,921
Interest and dividend income	24,729	158,248	182,977
Net unrealized and realized gain on investments	86,878	323,038	409,916
Net assets released from restrictions	173,416	(173,416)	-
<b>Total revenues and other support</b>	<b>614,814</b>	<b>730,304</b>	<b>1,345,118</b>
<b>EXPENSES</b>			
Program services	259,618	-	259,618
Administrative and general	215,621	-	215,621
Fundraising	97,243	-	97,243
<b>Total expenses</b>	<b>572,482</b>	<b>-</b>	<b>572,482</b>
<b>CHANGE IN NET ASSETS</b>	<b>42,332</b>	<b>730,304</b>	<b>772,636</b>
<b>NET ASSETS, beginning</b>	<b>807,216</b>	<b>3,858,524</b>	<b>4,665,740</b>
<b>NET ASSETS, ending</b>	<b>\$ 849,548</b>	<b>\$ 4,588,828</b>	<b>\$ 5,438,376</b>

The Accompanying Notes Are An Integral  
Part Of These Financial Statements



## SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.

STATEMENT OF ACTIVITIES  
YEAR ENDED DECEMBER 31, 2023

	Net Assets Without Donor Restrictions	Net Assets With Donor Restrictions	Total
<b>REVENUES AND OTHER SUPPORT</b>			
Contributions	\$ 63,637	\$ 193,246	\$ 256,883
Contributions - donated services	116,097	-	116,097
Interest and dividend income	34,751	145,210	179,961
Net unrealized and realized (loss) on investments	(18,086)	(196,962)	(215,048)
Net assets released from restrictions	408,739	(408,739)	-
<b>Total revenues and other support</b>	<b>605,138</b>	<b>(267,245)</b>	<b>337,893</b>
<b>EXPENSES</b>			
Program services	331,481	-	331,481
Administrative and general	261,567	-	261,567
Fundraising	69,944	-	69,944
<b>Total expenses</b>	<b>662,992</b>	<b>-</b>	<b>662,992</b>
<b>CHANGE IN NET ASSETS</b>	<b>(57,854)</b>	<b>(267,245)</b>	<b>(325,099)</b>
<b>NET ASSETS, beginning</b>	<b>865,070</b>	<b>4,125,769</b>	<b>4,990,839</b>
<b>NET ASSETS, ending</b>	<b>\$ 807,216</b>	<b>\$ 3,858,524</b>	<b>\$ 4,665,740</b>

The Accompanying Notes Are An Integral  
Part Of These Financial Statements

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEARS ENDED JUNE 30, 2025 AND 2024**

**NOTE 1 - ORGANIZATION**

Southern West Virginia Community and Technical College (the College) is governed by the Southern West Virginia Community and Technical College Board of Governors (the Board). The Board was established by Senate Bill 653 (S.B. 653).

Powers and duties of the Board include, but are not limited to, the power to determine, control, supervise and manage the financial, business and educational policies and affairs of the institutions under its jurisdiction, the duty to develop a master plan for the institution, the power to prescribe the specific functions and institution's budget request, the duty to review at least every five years all academic programs offered at the institution, and the power to fix tuition and other fees for the different classes or categories of students enrolled at its institution.

S.B. 653 also created the West Virginia Higher Education Policy Commission (the Commission), which is responsible for developing, gaining consensus around and overseeing the implementation and development of a higher education public policy agenda. Senate Bill 448 gives the West Virginia Council for Community and Technical College Education (the Council) the responsibility of developing, overseeing and advancing the State's public policy agenda as it relates to community and technical college education.

As a requirement of Governmental Accounting Standards Board (GASB) standards, the College has included information from the Southern West Virginia Community College Foundation, Inc. (the Foundation).

Although the College benefits from the activities of the Foundation, the Foundation is independent of the College in all respects. The Foundation is not a subsidiary of the College and is not directly or indirectly controlled by the College. The Foundation has its own separate, independent Board of Directors. Moreover, the assets of the Foundation are the exclusive property of the Foundation and do not belong to the College. The College is not accountable for, and does not have ownership of, any of the financial and capital resources of the Foundation. The College does not have the power or authority to mortgage, pledge, or encumber the assets of the Foundation. The Board of Directors of the Foundation is entitled to make all decisions regarding the business and affairs of the Foundation, including, without limitation, distributions made to the College. Under State law, neither the principal nor income generated by the assets of the Foundation can be taken into consideration in determining the amount of State-appropriated funds allocated to the College. Third parties dealing with the College, the Board, and the State of West Virginia (the State) (or any agency thereof) should not rely upon the financial statements of the Foundation for any purpose without consideration of all the foregoing conditions and limitations.

The financial statements of the College have been prepared in accordance with accounting principles generally accepted in the United States of America as prescribed by GASB. The financial statement presentation required by GASB provides a comprehensive, entity-wide perspective of the College's assets, deferred outflows of resources, liabilities, deferred inflows of resources, net position, revenues, expenses, changes in net position, and cash flows.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEARS ENDED JUNE 30, 2025 AND 2024**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Reporting Entity** - The College is a blended component unit of the West Virginia Higher Education Fund and represents a separate fund of the State of West Virginia that is not included in the State's general fund. The College is a separate entity which, along with all State institutions of higher education, the Council, and the Commission (which includes West Virginia Network for Educational Telecomputing), forms the Higher Education Fund of the State. The Higher Education Fund is considered a component unit of the State, and its financial statements are discretely presented in the State's comprehensive annual financial report.

The accompanying financial statements present all funds under the authority of the College. The basic criterion for inclusion in the accompanying financial statements is the exercise of oversight responsibility derived from the College's ability to significantly influence operations and accountability for fiscal matters of related entities. A related Southern Alumni Association (Alumni Association) of the College is not part of the College's reporting entity and is not included in the accompanying financial statements as the College has no ability to designate management, cannot significantly influence operations of the entity and is not accountable for the fiscal matters of the Alumni Association under GASB.

The audited financial statements of the Foundation are presented here as a discrete component unit with the College financial statements in accordance with GASB. The Foundation is a private non-profit organization that reports under FASB standards. As such, certain revenue recognition criteria and presentation features are different from GASB revenue recognition criteria and presentation features. No modifications have been made to the Foundation's audited financial information as it is presented herein (see also Notes 8, 9 and 11).

**Financial Statement Presentation** - GASB establishes standards for external financial reporting for public colleges and universities and requires that financial statements be presented on a basis to focus on the College as a whole. Net position is classified into four categories according to external donor restrictions or availability of assets for satisfaction of College obligations. The College's net position is classified as follows:

- *Net investment in capital assets* - This represents the College's total investment in capital assets, net of depreciation and outstanding debt obligations related to those capital assets. To the extent debt has been incurred but not yet expended for capital assets, such amounts are not included as a component of net investment in capital assets.
- *Restricted net position, expendable* - This includes resources in which the College is legally or contractually obligated to spend resources in accordance with restrictions imposed by external third parties.

The West Virginia State Legislature, as a regulatory body outside the reporting entity, has restricted the use of certain funds by Article 10, *Fees and Other Money Collected as State Institutions of Higher Education* of the West Virginia State Code. House Bill 101 passed in March 2005 simplified the tuition and fee structure and removed the restrictions but included designations associated with auxiliary and capital items. These activities are fundamental to the normal ongoing operations of the institution. These restrictions are subject to change by future actions of the West Virginia State Legislature.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEARS ENDED JUNE 30, 2025 AND 2024**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

- *Restricted net position, nonexpendable* - This includes endowment and similar type funds in which donors or other outside sources have stipulated, as a condition of the gift instrument, that the principal is to be maintained inviolate and in perpetuity, and invested for the purpose of producing present and future income, which may either be expended or added to principal. The College does not have any restricted nonexpendable net position at June 30, 2025 or 2024.
- *Unrestricted net position* - Unrestricted net position represents resources derived from student tuition and fees, state appropriations and sales and services of educational activities. These resources are used for transactions relating to the educational and general operations of the College, and may be used at the discretion of the Board of Governors to meet current expenses for any purpose. These resources also include resources of auxiliary enterprises, which are substantially self-supporting activities that provide services for students, faculty and staff.

**Basis of Accounting** - For financial reporting purposes, the College is considered a special-purpose government engaged only in business-type activities. Accordingly, the College's financial statements have been prepared on the accrual basis of accounting with a flow of economic resources measurement focus. Revenues are reported when earned and expenditures when materials or services are received. All inter-entity accounts and transactions have been eliminated.

**Cash and Cash Equivalents** - For purposes of the statements of net position, the College considers all highly liquid investments with an original maturity of three months or less to be cash equivalents.

Cash and cash equivalents balances on deposit with the State of West Virginia Treasurer's Office (the State Treasurer) are pooled by the State Treasurer with other available funds of the State for investment purposes by the West Virginia Board of Treasury Investments (BTI). These funds are transferred to the BTI and the BTI is directed by the State Treasurer to invest the funds in specific external investment pools in accordance with West Virginia code, policies set by the BTI, and by provisions of bond indentures and trust agreements, when applicable. Balances in the investment pools are recorded at fair value or amortized cost which approximates fair value. Fair value is determined by a third-party pricing service based on asset portfolio pricing models and other sources in accordance with GASB. The BTI was established by the State Legislature and is subject to oversight by the State Legislature. Fair value and investment income are allocated to participants in the pools based upon the funds that have been invested. The amounts on deposit are available for immediate withdrawal or on the first day of each month for the WV Short Term Bond Pool and, accordingly, are presented as cash and cash equivalents in the accompanying financial statements.

The BTI maintains the Consolidated Fund investment fund, which consists of eight investment pools and participant-directed accounts, three of which the College may invest in. These pools have been structured as multi-participant variable net asset funds to reduce risk and offer investment liquidity diversification to the Fund participants. Funds not required to meet immediate disbursement needs are invested for longer periods. A more detailed discussion of the BTI's investment operations pool can be found in its annual audited financial report. A copy of that annual report can be obtained from the following address: 1900 Kanawha Blvd., E. Room E-122 Charleston, West Virginia, 25305 or <http://www.wvbt.com>.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEARS ENDED JUNE 30, 2025 AND 2024**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Permissible investments for all agencies include those guaranteed by the United States of America, its agencies and instrumentalities (U.S. Government obligations); corporate debt obligations, including commercial paper, which meet certain ratings; certain money market funds; repurchase agreements; reverse repurchase agreements; asset-backed securities; certificates of deposit; state and local government securities (SLGS); and other investments. Other investments consist primarily of investments in accordance with the Linked Deposit Program, a program using financial institutions in West Virginia to obtain certificates of deposit, loans approved by the legislature, and any other program investments authorized by the legislature.

***Appropriations Due from Primary Government*** - For financial reporting purposes, appropriations due from the State are presented separate from cash and cash equivalents, as amounts are not specific deposits with the State Treasurer but are obligations of the State.

***Allowance for Doubtful Accounts*** - It is the College's policy to provide for future losses on uncollectible accounts, contracts, grants, and receivables based on an evaluation of the underlying account, contract and grant balances, the historical collectability experienced by the College on such balances and such other factors which, in the College's judgment, require consideration in estimating doubtful accounts.

***Noncurrent Cash and Cash Equivalents, and Investments*** - Cash and cash equivalents that are (1) externally restricted to make debt service payments and long-term loans to students, or to maintain sinking or reserve funds, (2) to purchase capital or other noncurrent assets, or (3) permanently restricted net position, are classified as a noncurrent asset in the accompanying statements of net position.

***Capital Assets*** - Capital assets include property, plant and equipment and books and materials that are part of a catalogued library. Capital assets are stated at cost at the date of acquisition or construction, or fair market value at the date of donation in the case of gifts. Depreciation is computed using the straight-line method over the estimated useful lives of the assets, generally 50 years for buildings and infrastructure, 20 years for land improvements, 7 years for library holdings, and 5 to 10 years for furniture and equipment. The College's capitalization threshold is \$5,000.

***Unearned Revenue*** - Revenues for programs or activities to be conducted primarily in the next fiscal year are classified as unearned revenue. Unearned revenue at the College primarily consists of grant funding not spent or with unmet timing requirements and summer tuition collected in advance. Financial aid and other deposits are separately classified as deposits.

***Compensated Absences and Other Post employment Benefits (OPEB)*** - GASB provides for the measurement, recognition, and display of OPEB expenditures, assets, and liabilities, including applicable note disclosures and required supplementary information. During fiscal year 2006, House Bill No. 4654 was established to create a trust fund for postemployment benefits for the State. The College is required to participate in this multiple-employer, cost-sharing plan, the West Virginia Retiree Health Benefit Trust Fund, sponsored by the State of West Virginia. Details regarding this plan and its standalone financials can be obtained by contacting the West Virginia Public Employees Insurance Agency (PEIA), State Capitol Complex, Building 5, Room 1001, 1900 Kanawha Boulevard, East, Charleston, WV 25305-0710 or <https://peia.wv.gov>.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED JUNE 30, 2025 AND 2024

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

GASB requires entities to accrue for employees' rights to receive compensation for vacation and/or sick leave that has been earned, accumulated, and is anticipated to be used, paid out, or otherwise settled using current pay rates. The College's full-time employees earn up to two vacation leave days for each month of service and are entitled to compensation for accumulated, unpaid vacation leave upon termination. The College's full-time employees earn up to one-and-a-half sick leave days for each month of service and unpaid sick leave is generally forfeited upon termination; however, employees hired prior to July 1, 2001 can convert unpaid sick leave to OPEB premiums upon termination.

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the State OPEB Plan and additions to/deductions from the OPEB Plan's fiduciary net position have been determined on the same basis as they are reported by West Virginia Retiree Health Benefit Trust Fund (RHBT). For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value. See Note 6 for further discussion.

The estimated expense and expense incurred for compensated absences or OPEB benefits are recorded as a component of benefits expense in the combined statements of revenues, expenses, and changes in net position.

**Net Pension Liability** - For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of West Virginia Teachers' Retirement System (STRS), and additions to/deductions from STRS fiduciary net position have been determined on the same basis as they are reported by STRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value. See Note 7 for further discussion.

**Deferred Outflows of Resources** - Consumption of net position by the College that is applicable to a future fiscal year is reported as a deferred outflow of resources on the statement of net position.

**Deferred Inflows of Resources** - An acquisition of net position by the College that is applicable to a future fiscal year is reported as a deferred inflow of resources on the statement of net position.

**Risk Management** - The State's Board of Risk and Insurance Management (BRIM) provides general, property and casualty, and liability coverage to the College and its employees. Such coverage may be provided to the College by BRIM through self-insurance programs maintained by BRIM or policies underwritten by BRIM that may involve experience-related premiums or adjustments to BRIM.

BRIM engages an independent actuary to assist in the determination of its premiums so as to minimize the likelihood of premium adjustments to the College or other participants in BRIM's insurance programs. As a result, management does not expect significant differences between the premiums the College is currently charged by BRIM and the ultimate cost of that insurance based on the College's actual loss experience. In the event such differences arise between estimated premiums currently charged by BRIM to the College and the College's ultimate actual loss experience, the difference will be recorded, as the change in estimate becomes known.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEARS ENDED JUNE 30, 2025 AND 2024**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

In addition, through its participation in the West Virginia Public Employees Insurance Agency (PEIA) and a third-party insurer, the College has obtained health, life, prescription drug coverage, and coverage for job related injuries for its employees. In exchange for payment of premiums to PEIA and the third-party insurer, the College has transferred its risks related to health, life, prescription drug coverage, and job-related injuries.

**Classification of Revenues** - The College has classified its revenues according to the following criteria:

- *Operating revenues* - Operating revenues include activities that have the characteristics of exchange transactions, such as (1) student tuition and fees, net of scholarship discounts and allowances, (2) sales and services of auxiliary enterprises, (3) most federal, state, local, and nongovernmental grants and contracts, and (4) sales and services of educational activities.
- *Nonoperating revenues* - Nonoperating revenues include activities that have the characteristics of non-exchange transactions, such as gifts and contributions, and other revenues that are defined as nonoperating revenues by GASB, such as state appropriations, Federal Pell Grants, investment income, and sale of capital assets (including natural resources).
- *Other revenues* - Other revenues consist primarily of capital grants and gifts.

**Use of Restricted Net Position** - The College has not adopted a formal policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available. Generally, the College utilizes restricted net position first, when practicable.

**Federal Financial Assistance Programs** - The College makes loans to students under the Federal Direct Student Loan Program. Under this program, the U.S. Department of Education makes interest subsidized and unsubsidized loans directly to students, through institutions like the College. Direct student loan receivables are not included in the College's statements of net position as the loans are repayable directly to the U. S. Department of Education. In 2025 and 2024, the College received and disbursed \$1,398,262 and \$1,548,185, respectively, under the Federal Direct Student Loan Program on behalf of the U. S. Department of Education, which is not included as revenue and expense on the statements of revenues, expenses, and changes in net position.

The College distributes student financial assistance funds on behalf of the federal government to students under the Federal Pell Grant, Supplemental Educational Opportunity Grant and College Work Study programs. The activity of these programs is recorded in the accompanying financial statements. In 2025 and 2024, the College received and disbursed \$4,433,419 and \$4,117,854, respectively, under these federal student aid programs.

**Scholarship Allowances** - Student tuition and fee revenues, and certain other revenues from students, are reported net of scholarship allowances in the statement of revenues, expenses and changes in net position. Scholarship allowances are the difference between the stated charge for goods and services provided by the College, and the amount that is paid by students and/or third parties making payments on the student's behalf.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEARS ENDED JUNE 30, 2025 AND 2024**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Certain aid, such as loans, funds provided to students as awarded by third parties, and Federal Direct Lending, is accounted for as a third-party payment (credited to the student's account as if the student made the payment). All other aid is reflected in the financial statements as operating expenses or scholarship allowance, which reduces revenues. The amount reported as operating expense represents the portion of aid that was provided to the student in the form of cash. Scholarship allowances represent the portion of aid provided to the student in the form of reduced tuition.

For the fiscal year ended June 30, 2024, the College calculated the scholarship allowance utilizing the alternative method as described in earlier advisories issued by the National Association of College and University Business Officers (NACUBO). Under the alternative method, the amount reported as scholarship allowance and student financial aid expense was computed by allocating the cash payments to students, excluding payments for services, on the ratio of total aid to the aid not considered to be third-party aid.

Effective for the fiscal year ended June 30, 2025, the College changed the methodology used to estimate scholarship allowances reported as reductions to tuition and fees as NACUBO no longer endorses the alternative method. The College implemented Allocation Method B as outlined in NACUBO Advisory 2023-01. Under Method B, financial aid awards are applied in a prescribed sequence to individual student charges by year, using actual amounts applied to tuition and fees. The scholarship allowance is calculated as the amount of aid applied to tuition and fees, and that amount is reported as a reduction of the corresponding revenue. Aid that exceeds institutional charges is reported as student financial aid expense. The change in methodology was made to improve the accuracy and transparency of scholarship allowance calculations by reflecting actual financial aid application data rather than estimated proportions.

In accordance with GASB Statement No. 100, *Accounting Changes and Error Corrections*, this change is considered a change in accounting estimate resulting from a change in estimation methodology. It has been applied prospectively, and prior periods have not been restated.

While the precise quantitative effect on individual financial statement line items is not reasonably determinable, the College expects the change resulted in the following presentation impacts for the year ended June 30, 2025: a decrease in net tuition and fees revenue, an increase in student financial aid expense, and an increase in contracts and grants revenue, primarily related to federal and state aid programs.

This change does not impact total net position or the amount of aid distributed to students and instead is the result of reclassifying existing financial aid sources (including Pell, state, and institutional aid) more accurately based on actual student-level application of aid to tuition and fees and auxiliary charges.

**Government Grants and Contracts** - Government grants and contracts normally provide for the recovery of direct and indirect costs, subject to audit. The College recognizes revenue associated with direct costs as the related costs are incurred. Recovery of related indirect costs is generally recorded at fixed rates negotiated for a period of one to five years.

**Income Taxes** - The College is exempt from income taxes, except for unrelated business income, as a governmental instrumentality under Federal income tax laws and regulations of the Internal Revenue Service as described in Section 115 of the Internal Revenue Code.

**Cash Flows** - Any cash and cash equivalents escrowed, restricted for noncurrent assets or in funded reserves have not been included as cash and cash equivalents for the purpose of the statement of cash flows.



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Use of Estimates** - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

**Risk and Uncertainties** - Investments are exposed to various risks, such as interest rate, credit and overall market volatility. Due to the level of risk associated with certain securities, it is reasonably possible that changes in risk and values will occur in the near term and that such changes could materially affect the amounts reported in the financial statements.

**Reclassifications** - Certain amounts in the June 30, 2024 financial statements have been reclassified to conform to the 2025 presentation. The reclassifications had no impact on net position or the change in net position.

**Newly Adopted Statements Issued By GASB** – The College implemented GASB Statement No. 101, *Compensated Absences*, which is effective for fiscal years beginning after December 15, 2023. This statement modifies the criteria requiring a liability for compensated absences to be recognized. Under this statement a liability must be recognized for leave that has not been used or leave that has been used but not yet paid in cash or settled through noncash means. Furthermore, the liability for leave that has not been used is recognized if the leave is attributed to services already rendered, that accumulates, and the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means. If the leave is considered more likely than not to be settled through conversion to a defined benefit post-employment benefit it should not be included in the liability for compensated absences. This statement also specifies certain types of benefits where the liability is not recognized until leave commences or where the liability is not recognized until the leave is used. The statement also provides guidance for measuring the liability and modifies the disclosure requirements allowing for disclosure of only the net change in the liability and no longer requiring disclosure of which governmental funds have been used to liquidate the liabilities. The adoption of this statement resulted in the recognition of certain types of previously unrecorded compensated absences, such as sick leave, that have been earned, accumulated, and is anticipated to be used and paid out. The change did not result in a material change to prior year financial statements; therefore, prior year amounts have not been restated.

The College also implemented GASB Statement No. 102, *Certain Risk Disclosures*, which is effective for fiscal years beginning after June 15, 2024. The objective of this statement is to provide financial statement users with information about risks due to concentration or constraints common in a governmental environment. The standard requires an assessment of whether any concentrations or constraints increase the government's vulnerability to significant impacts, and whether events associated with concentrations and/or constraints have occurred or are more likely than not to occur within one year of issuance of the financial statements. Further, additional detailed disclosures may be required in certain situations. The adoption of this statement did not have an impact on the financial statements.

## SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED JUNE 30, 2025 AND 2024**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Recent Statements Issued By GASB** - GASB has also issued Statement No. 103, *Financial Reporting Model Improvements*, which is effective for fiscal years beginning after June 15, 2025. The focus of the improvements are to the presentation of (1) management's discussion and analysis, (2) unusual or infrequent items, (3) proprietary fund statement of revenues, expenses, and changes in net position, (4) major component unit information, and (5) budgetary comparison information. The statement aims to improve financial reporting. It clarifies that management's discussion and analysis should be limited to only topics in the existing sections and stresses that the detailed analyses section should provide clear explanation of why balances or results changed rather than simply presenting the amounts of the change. The description of unusual or infrequent items will make it clearer which items need to be separately reported. The definitions of operating revenues and expenses and of nonoperating revenues and expenses will replace accounting policies that vary from government to government, to improve comparability. The changes to presentation of major component unit information and budgetary comparison information are also geared towards enhancing comparability. The College has not yet determined the effect that the adoption of GASB Statement No. 103 may have on its financial statements.

GASB also issued Statement No. 104, *Disclosure of Certain Capital Assets*, which is effective for fiscal years beginning after June 15, 2025. This statement requires certain types of capital assets to be disclosed separately in the capital assets note disclosures required by Statement 34. Lease assets, subscription-based information technology arrangement assets, and right-to-use assets should be disclosed separately by major class of underlying asset in the capital assets note disclosures. In addition, this Statement requires intangible assets other than those three types to be disclosed separately by major class. This Statement also requires additional disclosures for capital assets held for sale including if (1) the government has decided to pursue the sale of the capital asset, and (2) it is probable that the sale will be finalized within one year of the financial statement date. Governments should evaluate these assets each reporting period and disclose the ending balance of capital assets held for sale, with separate disclosures for historical cost and accumulated depreciation by major class of asset, and the carrying amount of debt for which the capital assets held for sale are pledged as collateral for each major class of asset. The College has not yet determined the effect that the adoption of GASB Statement No. 104 may have on its financial statements.

**NOTE 3 - CASH AND CASH EQUIVALENTS**

The composition of cash and cash equivalents was as follows at June 30:

	2025	2024
Cash on deposit with the State Treasurer/BTI	\$ 14,895,200	\$ 13,615,804
Cash in bank	147,238	178,506
Cash on hand	5,701	5,700
	<u>\$ 15,048,139</u>	<u>\$ 13,800,010</u>

Cash held by the State Treasurer includes \$1,314,789 and \$900,609 of restricted cash primarily for operating grants as of June 30, 2025 and 2024, respectively.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEARS ENDED JUNE 30, 2025 AND 2024**

**NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)**

The combined carrying amount of cash in the bank at June 30, 2025 and 2024 was \$147,238 and \$178,506, as compared with the combined bank balance of \$147,238 and \$178,506, respectively. Any differences are primarily caused by items in transit and outstanding checks. The bank balances were covered by federal depository insurance as noted below or were collateralized by securities held by the State's agent. Regarding federal depository insurance, interest-bearing accounts are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000.

Amounts with the State Treasurer were \$14,895,200 and \$13,615,804 as of June 30, 2025 and 2024, respectively. Of these amounts, \$10,961,868 and \$9,710,053 were invested in the WV Money Market Pool and the WV Short Term Bond Pool as of June 30, 2025 and 2024, respectively. The remainder of the cash held with the State Treasurer was not invested at June 30, 2025 and 2024.

*Credit Risk* - Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The following table provides information on the Standard & Poor's rating of the investment pools as of June 30:

External Pool	2025		2024	
	Carrying Value	S & P Rating	Carrying Value	S & P Rating
WV Money Market Pool	\$ 10,710,181	AAAm	\$ 9,489,997	AAAm
WV Short Term Bond Pool	251,687	Not Rated	220,056	Not Rated

A Fund rated "AAAm" has extremely strong capacity to maintain principal stability and to limit exposure to principal losses due to credit, market, and/or liquidity risks. "AAAm" is the highest principal stability fund rating assigned by Standard & Poor's.

*Interest Rate Risk* - Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. All the amounts with the State Treasurer are subject to interest rate risk. The following table provides information on the weighted-average maturities for the WV Money Market Pool:

External Pool	2025		2024	
	Carrying Value	WAM (Days)	Carrying Value	WAM (Days)
WV Money Market Pool	\$ 10,710,181	41	\$ 9,489,997	36

The following table provides information on the effective duration for the WV Short Term Bond Pool:

External Pool	2025		2024	
	Carrying Value	Effective Duration (Days)	Carrying Value	Effective Duration (Days)
WV Short Term Bond Pool	\$ 251,687	637	\$ 220,056	645

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEARS ENDED JUNE 30, 2025 AND 2024**

**NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)**

*Other Investment Risks* - Other investment risks include concentration of credit risk, custodial credit risk, and foreign currency risk. None of the BTI's Consolidated Fund's investment pools or accounts is exposed to these risks as described below.

*Custodial Credit Risk* - Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, the College will not be able to recover the value of the investment or collateral securities that are in the possession of an outside party.

*Concentration of Credit Risk* - Concentration of credit risk is the risk of loss attributed to the magnitude of a Consolidated Fund pool or account's investment in a single corporate issuer. The BTI investment policy prohibits those pools and accounts permitted to hold corporate securities from investing more than 5% of their assets in any one corporate name or one corporate issue.

*Foreign Currency Risk* - Foreign currency risk is the risk that changes in exchange rates will adversely affect the fair value of an investment or a deposit. The College has no securities with foreign currency risk.

**NOTE 4 - ACCOUNTS RECEIVABLE**

Accounts receivable are as follows at June 30:

	<u>2025</u>	<u>2024</u>
Student tuition and fees, net of allowance for doubtful accounts of \$1,188,008 and \$799,096 in 2025 and 2024, respectively	\$ 530,999	\$ 453,452
	<u>\$ 530,999</u>	<u>\$ 453,452</u>

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEARS ENDED JUNE 30, 2025 AND 2024**

**NOTE 5 - CAPITAL ASSETS**

The following is a summation of capital asset transactions for the College for the years ended June 30:

	2025			
	Beginning <u>Balance</u>	<u>Additions</u>	<u>Reductions</u>	Ending <u>Balance</u>
Capital assets not being depreciated:				
Land	\$ 1,563,470	\$ -	\$ -	\$ 1,563,470
Construction in process	-	759,398	-	759,398
Total capital assets not being depreciated	<u>\$ 1,563,470</u>	<u>\$ 759,398</u>	<u>\$ -</u>	<u>\$ 2,322,868</u>
Other capital assets:				
Buildings	\$ 44,010,934	\$ 181,926	\$ (4,505,522)	\$ 39,687,338
Equipment	4,237,850	626,003	-	4,863,853
Library holdings	3,910,585	35,270	(3,215)	3,942,640
Total other capital assets	<u>52,159,369</u>	<u>843,199</u>	<u>(4,508,737)</u>	<u>48,493,831</u>
Less accumulated depreciation for:				
Buildings	(21,415,256)	(1,087,902)	2,595,647	(19,907,511)
Equipment	(2,387,277)	(513,521)	-	(2,900,798)
Library holdings	<u>(3,873,500)</u>	<u>(28,249)</u>	<u>3,215</u>	<u>(3,898,534)</u>
Total accumulated depreciation	<u>(27,676,033)</u>	<u>(1,629,672)</u>	<u>2,598,862</u>	<u>(26,706,843)</u>
Other capital assets, net	<u>\$ 24,483,336</u>	<u>\$ (786,473)</u>	<u>\$ (1,909,875)</u>	<u>\$ 21,786,988</u>
Capital asset summary:				
Capital assets not being depreciated	\$ 1,563,470	\$ 759,398	\$ -	\$ 2,322,868
Other capital assets	<u>52,159,369</u>	<u>843,199</u>	<u>(4,508,737)</u>	<u>48,493,831</u>
Total cost of capital assets	53,722,839	1,602,897	(4,508,737)	50,816,699
Less accumulated depreciation	<u>(27,676,033)</u>	<u>(1,629,672)</u>	<u>2,598,862</u>	<u>(26,706,843)</u>
Capital assets, net	<u>\$ 26,046,806</u>	<u>\$ (27,075)</u>	<u>\$ (1,909,875)</u>	<u>\$ 24,109,856</u>

## SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED JUNE 30, 2025 AND 2024

## NOTE 5 - CAPITAL ASSETS (Continued)

	2024			
	Beginning Balance	Additions	Reductions	Ending Balance
Capital assets not being depreciated:				
Land	\$ 1,563,470	\$ -	\$ -	\$ 1,563,470
Total capital assets not being depreciated	<u>\$ 1,563,470</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,563,470</u>
Other capital assets:				
Buildings	\$ 43,938,869	\$ 72,065	\$ -	\$ 44,010,934
Equipment	4,071,315	630,378	(463,843)	4,237,850
Library holdings	<u>3,932,937</u>	<u>11,506</u>	<u>(33,858)</u>	<u>3,910,585</u>
Total other capital assets	<u>51,943,121</u>	<u>713,949</u>	<u>(497,701)</u>	<u>52,159,369</u>
Less accumulated depreciation for:				
Buildings	(20,272,125)	(1,143,131)	-	(21,415,256)
Equipment	(2,388,542)	(429,766)	431,031	(2,387,277)
Library holdings	<u>(3,869,028)</u>	<u>(38,330)</u>	<u>33,858</u>	<u>(3,873,500)</u>
Total accumulated depreciation	<u>(26,529,695)</u>	<u>(1,611,227)</u>	<u>464,889</u>	<u>(27,676,033)</u>
Other capital assets, net	<u>\$ 25,413,426</u>	<u>\$ (897,278)</u>	<u>\$ (32,812)</u>	<u>\$ 24,483,336</u>
Capital asset summary:				
Capital assets not being depreciated	\$ 1,563,470	\$ -	\$ -	\$ 1,563,470
Other capital assets	<u>51,943,121</u>	<u>713,949</u>	<u>(497,701)</u>	<u>52,159,369</u>
Total cost of capital assets	53,506,591	713,949	(497,701)	53,722,839
Less accumulated depreciation	<u>(26,529,695)</u>	<u>(1,611,227)</u>	<u>464,889</u>	<u>(27,676,033)</u>
Capital assets, net	<u>\$ 26,976,896</u>	<u>\$ (897,278)</u>	<u>\$ (32,812)</u>	<u>\$ 26,046,806</u>

The College maintains certain collections of inexhaustible assets to which no value can be practically determined. Accordingly, such collections are not capitalized or recognized for financial statement purposes. Such collections include contributed works of art, historical treasures, and literature that are held for exhibition, education, research, and public service. These collections are neither disposed of for financial gain nor encumbered in any means.

At June 30, 2025, the College had no significant outstanding contractual commitments for property, plant and equipment expenditures.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEARS ENDED JUNE 30, 2025 AND 2024**

**NOTE 6 - OTHER POSTEMPLOYMENT BENEFITS**

Following are the College's net OPEB liability (asset), deferred outflows of resources and deferred inflows of resources related to OPEB, revenues, and the OPEB expense and expenditures for the fiscal years ended June 30, 2025 and 2024:

	<u>2025</u>	<u>2024</u>
Net OPEB liability (asset)	\$ (49,576)	\$ (259,792)
Deferred outflows of resources	248,815	130,819
Deferred inflows of resources	191,776	342,137
Revenues	83,934	(93,852)
OPEB expense (offset)	74,238	(686,633)
Contributions made by the College	48,450	47,094

***Plan Description***

The West Virginia Other Postemployment Benefit (OPEB) Plan (the Plan) is a cost-sharing, multi-employer, defined benefit other postemployment benefit plan and covers the retirees of State agencies, colleges and universities, county boards of education, and other government entities as set forth in the West Virginia Code. Financial activities of the Plan are accounted for in the West Virginia Retiree Health Benefit Trust Fund (RHBT), a fiduciary fund of the State established July 1, 2006 as an irrevocable trust. The Plan is administered by a combination of the West Virginia Public Employees Insurance Agency (PEIA) and the RHBT staff. Plan benefits are established and revised by PEIA and the RHBT management with the approval of the PEIA Finance Board. The plan provides medical and prescription drug insurance, as well as life insurance, benefits to certain retirees of State agencies, colleges and universities, county boards of education, and other government entities who receive pension benefits under the PERS, STRS, TDCRS, TIAA-CREF, Plan G, Troopers Plan A, or Troopers Plan B pension systems, as administered by the West Virginia Consolidated Public Retirement Board (CPRB). The plan is closed to new entrants.

The primary sources of revenue are plan members and employer contributions. Members' contributions are recognized in the period in which the contributions are due. Employer contributions and related receivables to the trust are recognized pursuant to a formal commitment from the employer or statutory or contractual requirement, when there is a reasonable expectation of collection. Benefits and refunds are recognized when due and payable.

***Benefits Provided***

The Plan provides the following benefits:

- Medical and prescription drug insurance
- Life insurance

The medical and prescription drug insurance is provided through two options:

- Self-Insured Preferred Provider Benefit Plan – primarily for non-Medicare-eligible retirees and spouses
- External Managed Care Organizations – primarily for Medicare-eligible retirees and spouses

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
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**NOTE 6 - OTHER POSTEMPLOYMENT BENEFITS (Continued)**

***Contributions***

Employer contributions from the RHBT billing system represent what the employer was billed during the respective year for its portion of the pay-as-you-go (paygo) premiums, retiree leave conversion billings, and other matters, including billing adjustments.

Paygo premiums are established by the PEIA Finance Board annually. All participating employers are required by statute to contribute this premium to the RHBT at the established rate for every active policyholder per month. In fiscal year 2024, there was no subsidization of retiree healthcare from paygo premiums and PEIA active employers were not billed paygo. The prior year paygo rate for fiscal year 2023 was \$70 per active health policy per month.

Members retired before July 1, 1997 pay retiree healthcare contributions at the highest sponsor subsidized rate, regardless of their actual years of service. Members retired after July 1, 1997 or hired before June 30, 2010 pay a subsidized rate depending on the member's years of service. Members hired on or after July 1, 2010 pay retiree healthcare contributions with no sponsor provided implicit or explicit subsidy.

Retiree leave conversion contributions from the employer depend on the retiree's date of hire and years of service at retirement as described below:

- Members hired before July 1, 1988 may convert accrued sick or annual leave days into 100% of the required retiree healthcare contribution.
- Members hired from July 1, 1988 to June 30, 2001 may convert accrued sick or annual leave days into 50% of the required retiree healthcare contribution.

The conversion rate is two days of unused sick and annual leave days per month for single healthcare coverage and three days of unused sick and annual leave days per month for family healthcare coverage.

The College's contributions to the OPEB plan for the years ended June 30, 2025 and 2024 were \$48,450, and \$47,094, respectively.

***Assumptions***

The June 30, 2025 OPEB liability (asset) for financial reporting purposes was determined by an actuarial valuation as of June 30, 2023 and a measurement date of June 30, 2024. The following actuarial assumptions were used and applied to all periods included in the measurement, unless otherwise specified:

- Inflation rate: 2.50%.
- Salary increase: Specific to the OPEB covered group. Ranging from 2.75% to 5.18%, including inflation.
- Investment rate of return: 7.40%, net of OPEB plan investment expense, including inflation.
- Healthcare cost trend rates: Trend rates for pre-Medicare and Medicare per capita costs of 5.0% medical and 8.0% drug. The trends increase over four years to 7.0% and 9.5%, respectively. The trends then decrease linearly for 5 years until ultimate trend rate of 4.50% is reached in plan year end 2033.
- Actuarial cost method: Entry age normal cost method.
- Amortization method: Level percentage of payroll over a 20-year closed period as of June 30, 2017.
- Wage inflation: 2.75%.



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
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**NOTE 6 - OTHER POSTEMPLOYMENT BENEFITS (Continued)**

- Retirement age: Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the June 30, 2020 actuarial valuation.
- Aging factors: Based on the 2013 SOA Study "Health Care Costs – From Birth to Death".
- Expenses: Health administrative expenses are included in the development of the per capita claims cost. Operating expenses are included as a component of the annual expense.
- Mortality post-retirement: Pub-2010 General Healthy Retiree Mortality Tables projected with MP-2021 and scaling factors of 100% for males and 108% for females.
- Mortality pre-retirement: Pub-2010 General Employee Mortality Tables projected with MP-2021 and scaling factors of 100% for males and 100% for females.

The actuarial assumptions used in the June 30, 2023 valuation were based on the results of an actuarial experience study for the period July 1, 2015 – June 30, 2020.

The actuarial valuation as of June 30, 2023, reflects updates to the following healthcare related assumptions, which include per capita claim costs, healthcare trend rates, coverage and continuance, and participation rates.

The long-term expected rate of return of 7.40% on OPEB plan investments was determined by a combination of an expected long-term rate of return of 7.60% for long-term assets invested with the WV Investment Management Board and an expected short-term rate of return of 2.75% for assets invested with the BTI.

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which estimates of expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage. Target asset allocations, capital market assumptions (CMA), and forecast returns were provided by the Plan's investment advisors, including the West Virginia Investment Management Board (WV-IMB). The projected nominal return for the Money Market Pool held with the BTI was estimated based on the WV-IMB assumed inflation of 2.50% plus a 25-basis point spread.

The target allocation and estimates of annualized long-term expected returns assuming a 10-year horizon are summarized below:

June 30, 2024		
Asset Class	Target Allocation	Long-term Expected Real Return
Equity	45.0%	7.4%
Fixed income	15.0%	3.9%
Private credit and income	6.0%	7.4%
Private equity	12.0%	10.0%
Real estate	12.0%	7.7%
Hedge funds	10.0%	4.5%

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
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**NOTE 6 - OTHER POSTEMPLOYMENT BENEFITS (Continued)**

June 30, 2023		
Asset Class	Target Allocation	Long-term Expected Real Return
Equity	45.0%	7.4%
Fixed income	15.0%	3.9%
Private credit and income	6.0%	7.4%
Private equity	12.0%	10.0%
Real estate	12.0%	7.2%
Hedge funds	10.0%	4.5%

**Single discount rate.** The discount rate used to measure the total OPEB liability (asset) was 7.40% for fiscal years 2025 and 2024. This single discount rate was based on the expected rate of return on OPEB plan investments of 7.40% for those fiscal years. The projection of cash flows used to determine this single discount rate assumed that employer contributions will be made in accordance with the prefunding and investment policies. Based on these assumptions, the OPEB plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability (asset).

**Sensitivity of the net OPEB liability (asset) to changes in the discount rate.** The following presents the College's proportionate share of the net OPEB liability (asset) as of June 30, 2025 and 2024 calculated using a discount rate that is one percentage point lower (6.40%) or one percentage point higher (8.40%) than the current rate (7.40%).

Net OPEB liability (asset)	1% Decrease	Current Discount Rate	1% Increase
2025	\$ 216,747	\$ (49,576)	\$ (271,374)
2024	(43,959)	(259,792)	(496,511)

**Sensitivity of the net OPEB liability (asset) to changes in the healthcare cost trend rate.** The following presents the College's proportionate share of the net OPEB liability (asset) as of June 30, 2025 and 2024 calculated using the healthcare cost trend rate, as well as what the College's net OPEB liability (asset) would be if it were calculated using a healthcare cost trend rate that is one percentage point lower or one percentage point higher than the current rate.

Net OPEB liability (asset)	1% Decrease	Current Healthcare Cost Trend Rate	1% Increase
2025	\$ (389,788)	\$ (49,576)	\$ 363,564
2024	(661,798)	(259,792)	218,269

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED JUNE 30, 2025 AND 2024

**NOTE 6 - OTHER POSTEMPLOYMENT BENEFITS (Continued)**

***OPEB Liabilities (Assets), OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB***

The June 30, 2025 net OPEB liability (asset) was measured as of June 30, 2024, and the total OPEB liability (asset) was determined by an actuarial valuation as of June 30, 2023, rolled forward to the measurement date of June 30, 2024. The June 30, 2024 net OPEB liability (asset) was measured as of June 30, 2023, and the total OPEB liability (asset) was determined by an actuarial valuation as of June 30, 2022, rolled forward to the measurement date of June 30, 2023.

At June 30, 2025, the College's proportionate share of the net OPEB liability (asset) was \$(205,288). Of this amount, the College recognized \$(49,576) as its proportionate share on the statement of net position. The remainder of \$(155,712) denotes the College's proportionate share of net OPEB liability (asset) attributable to the special funding situation.

At June 30, 2024, the College's proportionate share of the net OPEB liability (asset) was \$(370,680). Of this amount, the College recognized \$(259,792) as its proportionate share on the statement of net position. The remainder of \$(110,888) denotes the College's proportionate share of net OPEB liability (asset) attributable to the special funding situation.

The allocation percentage assigned to each participating employer and non-employer contributing entity is based on its proportionate share of employer and to OPEB for each of the fiscal years ended June 30, 2024 and 2023. Employer contributions are recognized when due. At the June 30, 2024 measurement date, the College's proportion was 0.119069366%, a decrease of 0.045097183% from its proportion of 0.164166549% calculated as of June 30, 2023. At the June 30, 2023 measurement date, the College's proportion was 0.164166549%, a decrease of 0.012846075% from its proportion of 0.177012624% calculated as of June 30, 2022.

For the year ended June 30, 2025, the College recognized OPEB expense of \$74,238. Of this amount, \$(9,696) was recognized as the College's proportionate share of OPEB expense and \$83,934 as the amount of OPEB expense attributable to special funding from a non-employer contributing entity. The College also recognized revenue of \$83,934 for support provided by the State.

For the year ended June 30, 2024, the College recognized OPEB expense (offset) of \$(686,633). Of this amount, \$(592,781) was recognized as the College's proportionate share of OPEB expense and \$(93,852) as the amount of OPEB expense attributable to special funding from a non-employer contributing entity. The College also recognized revenue of \$(93,852) for support provided by the State.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEARS ENDED JUNE 30, 2025 AND 2024**

**NOTE 6 - OTHER POSTEMPLOYMENT BENEFITS (Continued)**

At June 30, 2025 and 2024, deferred outflows of resources and deferred inflows of resources related to OPEB are as follows.

<u>June 30, 2025</u>	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual non-investment experience	\$ 172,682	\$ 49,851
Changes in proportion and difference between employer contributions and proportionate share of contributions	8,757	26,819
Net difference between projected and actual investment earnings	-	56,483
Changes in assumptions	18,926	58,623
Contributions after the measurement date	48,450	-
	<hr/>	<hr/>
Total	\$ 248,815	\$ 191,776
	<hr/>	<hr/>
<u>June 30, 2024</u>	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual non-investment experience	\$ -	\$ 151,227
Changes in proportion and difference between employer contributions and proportionate share of contributions	12,090	41,635
Net difference between projected and actual investment earnings	-	4,332
Changes in assumptions	71,635	144,943
Contributions after the measurement date	47,094	-
	<hr/>	<hr/>
Total	\$ 130,819	\$ 342,137
	<hr/>	<hr/>

The College will recognize the \$48,450 reported as deferred outflows of resources resulting from OPEB contributions after the measurement date as a reduction of the net OPEB liability (asset) in the year ended June 30, 2026. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Fiscal Year Ended June 30,</u>	<u>Amortization</u>
2026	\$ (9,927)
2027	73,246
2028	(33,666)
2029	(21,064)
	<hr/>
	\$ 8,589
	<hr/>

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEARS ENDED JUNE 30, 2025 AND 2024**

**NOTE 6 - OTHER POSTEMPLOYMENT BENEFITS (Continued)**

***Payables to the OPEB Plan***

The College did not report any amounts payable for normal contributions to the OPEB plan as of June 30, 2025 and 2024.

**NOTE 7 - RETIREMENT PLANS**

Substantially all eligible full-time employees of the College participate in either the West Virginia State Teachers' Retirement System (STRS) or the Teachers' Insurance and Annuities Association - College Retirement Equities Fund (TIAA-CREF), now known as TIAA. In years past upon full-time employment, each employee was required to make an irrevocable selection between the STRS and TIAA-CREF. Remaining participants in the STRS are permitted to make a one-time election to cease their participation in that plan and commence contributions to the West Virginia Teachers' Defined Contribution Plan. Contributions to and participation in this plan by College employees have not been significant to date.

Effective January 1, 2003, higher education employees enrolled in the basic 401(a) retirement plan with TIAA-CREF have an option to switch to the Educators Money 401(a) basic retirement plan. New hires have the choice of either plan. As of June 30, 2025, no College employees were enrolled in the Educators Money 401(a) basic retirement plan.

**DEFINED BENEFIT PENSION PLAN**

Some employees of the College are enrolled in a defined benefit pension plan, the STRS plan, which is administered by the West Virginia Consolidated Public Retirement Board (CPRB).

Following is the College's pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, revenues, and the pension expense and expenditures for the fiscal years ended June 30:

STRS	2025	2024
Net pension liability	\$ 158,430	\$ 273,607
Deferred outflows of resources	67,839	81,557
Deferred inflows of resources	118,745	66,447
Revenues	19,721	66,103
Pension expense (offset)	8,906	75,562
Contributions made by the College	32,684	31,838

***Plan Description***

The College contributes to the West Virginia Teacher's Retirement System (STRS), a cost-sharing multi-employer defined benefit pension plan administered by the West Virginia Consolidated Public Retirement Board (CPRB). STRS provides retirement benefits as well as death and disability benefits. CPRB issues a publicly available financial report that includes financial statements and required supplemental information for STRS. That report can be obtained by writing to CPRB, 601 57<sup>th</sup> Street, Suite 5, Charleston, West Virginia 25304 or by calling (304) 558-3570.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEARS ENDED JUNE 30, 2025 AND 2024**

**NOTE 7 - RETIREMENT PLANS (Continued)**

***Benefits Provided***

STRS provides retirement, death, and disability benefits. A member is eligible for normal retirement at age 60 with five years of service, age 55 with 30 years of service or any age with 35 years of service. A member may retire with 30 years of credited service at any age with the pension reduced actuarially if the member retires before age 55. Terminated members with at least five, but less than 20 years of credited service who do not withdraw their accumulated contributions, are entitled to a deferred retirement commencing at age 62. Retirement benefits are equivalent to 2% of average annual salary multiplied by years of service. Average salary is the average of the five highest fiscal years of earnings during the last 15 fiscal years of earnings. Chapter 18, Article 7A of the West Virginia State Code assigns the authority to establish and amend the provisions of the plan, including contribution rates, to the State Legislature.

***Contributions***

The funding objective of the CPRB pension trust funds is to meet long-term benefit requirements through contributions, which remain relatively level as a percent of member payroll over time, and through investment earnings. Contribution requirements are set by CPRB. A member who withdraws from service for any cause other than death or retirement may request that the accumulated employee contributions plus interest be refunded.

**Member Contributions:** STRS funding policy provides for member contributions based on 6% of members' gross salary. Contributions as a percentage of payroll for members and employers are established by State law and are not actuarially determined.

**Employer Contributions:** The State (including institutions of higher education) contributes:

- 15% of gross salary of their State-employed members hired prior to July 1, 1991;
- 7.5% of the gross salary of their STRS covered employees hired for the first time after July 1, 2005 and for those TDCRS members who elected to transfer to STRS effective July 1, 2008;
- a certain percentage of fire insurance premiums paid by State residents; and
- under WV State code section 18-9-A-6a, an amount determined by the State Actuary as being needed to eliminate the STRS unfunded liability within 40 years of June 30, 1994. As of June 30, 2025 and 2024, the College's proportionate share attributable to this special funding subsidy was \$19,721 and \$66,103, respectively.

The College's contributions to STRS for the years ended June 30, 2025 and 2024 were \$32,684 and \$31,838, respectively.

***Assumptions***

The total pension liabilities for financial reporting purposes were determined by actuarial valuations as of July 1, 2023 and 2022 and rolled forward to June 30, 2024 and 2023, respectively. The following actuarial assumptions were used and applied to the current period measurement:

- Actuarial cost method: Entry age normal cost with level percentage of payroll.
- Asset valuation method: Investments are reported at fair (market) value.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEARS ENDED JUNE 30, 2025 AND 2024**

**NOTE 7 - RETIREMENT PLANS (Continued)**

- Amortization method and period: Level dollar, fixed period over 40 years, from July 1, 1994 through fiscal year 2034.
- Investment rate of return of 7.25%, net of investment expense.
- Projected salary increases: Teachers 2.75-5.90% and non-teachers 2.75-6.50%, based on age.
- Inflation rate of 2.75%.
- Discount rate of 7.25%.
- Mortality rates based on Pub-2010 Mortality Tables.
- Withdrawal rates: Teachers 7.00-35.00% and non-teachers 2.30-18.00%.
- Disability rates: 0.004-0.563%.
- Retirement age: An age-related assumption is used for participants not yet receiving payments.
- Retirement rates: 15.00-100.00%.
- *Ad hoc* cost-of-living increases in pensions are periodically granted by the State Legislature. However, the retirement system makes no automatic provision for such increases.

Experience studies are performed at least once in every five-year period. The most recent experience study covered the period from July 1, 2015 to June 30, 2020.

The long-term expected rate of return on pension plan investments was determined using the building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of the long-term geometric real rates of return for each major asset class included in STRS' target asset allocation as of June 30, 2024 and 2023, are summarized below.

Asset Class	June 30, 2024	
	Long-term Expected Real Rate of Return	Target Allocation
Domestic equity	6.5%	22.5%
International equity	9.1%	22.5%
Fixed income	4.3%	15.0%
Real estate	5.8%	12.0%
Private equity	9.2%	12.0%
Private credit	9.8%	6.0%
Hedge funds	4.6%	10.0%

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEARS ENDED JUNE 30, 2025 AND 2024**

**NOTE 7 - RETIREMENT PLANS (Continued)**

Asset Class	June 30, 2023	
	Long-term Expected Real Rate of Return	Target Allocation
Domestic equity	6.5%	27.5%
International equity	9.1%	27.5%
Fixed income	4.3%	15.0%
Real estate	5.8%	10.0%
Private equity	9.2%	10.0%
Hedge funds	4.6%	10.0%

**Discount rate.** The discount rate used to measure the total STRS pension liability was 7.25% for fiscal years 2025 and 2024. The projection of cash flows used to determine the discount rate assumed that State contributions will continue to follow the current funding policy. Based on those assumptions, STRS' fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on STRS' investments was applied to all periods of projected benefit payments to determine the total pension liability.

**Sensitivity of the net pension liability to changes in the discount rate.** The following presents the College's proportionate share of the STRS net pension liability as of June 30, 2025 and 2024 calculated using the discount rate of 7.25%, as well as what the College's STRS net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.25%) or one percentage point higher (8.25%) than the current rate.

	1% Decrease	Current Discount Rate	1% Increase
2025	\$ 265,768	\$ 158,430	\$ 67,500
2024	420,191	273,607	149,196

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

The June 30, 2025 STRS net pension liability was measured as of June 30, 2024, and the total pension liability was determined by an actuarial valuation as of July 1, 2023, rolled forward to the measurement date of June 30, 2024. The June 30, 2024 STRS net pension liability was measured as of June 30, 2023, and the total pension liability was determined by an actuarial valuation as of June 30, 2022, rolled forward to the measurement date of June 30, 2023.

At June 30, 2025, the College's proportionate share of the STRS net pension liability was \$420,407. Of this amount, the College recognized \$158,430 as its proportionate share on the statement of net position. The remainder of \$261,977 denotes the College's proportionate share of net pension liability attributable to the special funding.



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEARS ENDED JUNE 30, 2025 AND 2024**

**NOTE 7 - RETIREMENT PLANS (Continued)**

At June 30, 2024, the College's proportionate share of the STRS net pension liability was \$832,368. Of this amount, the College recognized \$273,607 as its proportionate share on the statement of net position. The remainder of \$558,761 denotes the College's proportionate share of net pension liability attributable to the special funding.

The allocation percentage assigned to each participating employer and non-employer contributing entity is based on its proportionate share of employer and non-employer contributions to STRS for each of the fiscal years ended June 30, 2024 and 2023. Employer contributions are recognized when due. At the June 30, 2024 measurement date, the College's proportion was 0.008396%, a decrease of 0.003555% from its proportion of 0.011951% calculated as of June 30, 2023. At the June 30, 2023 measurement date, the College's proportion was 0.011951%, an increase of 0.001092% from its proportion of 0.010859%, calculated as of June 30, 2022.

For the year ended June 30, 2025, the College recognized STRS pension expense (offset) of \$8,906. Of this amount, \$(10,815) was recognized as the College's proportionate share of the STRS expense and \$19,721 as the amount of pension expense attributable to special funding from a non-employer contributing entity. The College also recognized revenue of \$19,721 for support provided by the State.

For the year ended June 30, 2024, the College recognized STRS pension expense (offset) of \$75,562. Of this amount, \$9,459 was recognized as the College's proportionate share of the STRS expense and \$66,103 as the amount of pension expense attributable to special funding from a non-employer contributing entity. The College also recognized revenue of \$66,103 for support provided by the State.

At June 30, 2025 and 2024, deferred outflows of resources and deferred inflows of resources related to the STRS pension are as follows.

	Deferred Outflows of Resources	Deferred Inflows of Resources
<u>June 30, 2025</u>		
Changes in proportion and difference between employer contributions and proportionate share of contributions	\$ 14,732	\$ 102,387
Net difference between projected and actual investment earnings	-	16,358
Differences between expected and actual experience	16,399	-
Changes in assumptions	4,024	-
Contributions after the measurement date	32,684	-
Total	<u>\$ 67,839</u>	<u>\$ 118,745</u>
<u>June 30, 2024</u>		
Changes in proportion and difference between employer contributions and proportionate share of contributions	\$ 23,365	\$ 65,759
Net difference between projected and actual investment earnings	4,819	-
Differences between expected and actual experience	9,988	688
Changes in assumptions	11,547	-
Contributions after the measurement date	31,838	-
Total	<u>\$ 81,557</u>	<u>\$ 66,447</u>

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEARS ENDED JUNE 30, 2025 AND 2024**

**NOTE 7 - RETIREMENT PLANS (Continued)**

The College will recognize the \$32,684 reported as deferred outflows of resources resulting from pension contributions after the measurement date as a reduction of the STRS net pension liability in the year ended June 30, 2026. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in STRS pension expense as follows.

<u>Fiscal Year Ended June 30,</u>	<u>Amortization</u>
2026	\$ (47,476)
2027	854
2028	(16,844)
2029	(20,124)
	<u>\$ (83,590)</u>

***Payables to the Pension Plan***

The College did not report any amounts payable for normal contributions to the STRS as of June 30, 2025 and 2024.

**DEFINED CONTRIBUTION PENSION PLAN**

The TIAA-CREF is a defined contribution benefit plan in which benefits are based solely upon amounts contributed plus investment earnings. Employees who elect to participate in this plan are required to make a contribution equal to 6% of total annual compensation. The College matches the employees' 6% contribution. Contributions are immediately and fully vested. In addition, employees may elect to make additional contributions to TIAA-CREF which are not matched by the College.

Total contributions to the TIAA-CREF for the years ended June 30, 2025 and 2024 were \$1,092,898 and \$1,095,858, respectively, which consisted of equal contributions from the College and covered employees in 2025 and 2024 of \$546,449 and \$547,929, respectively.

The College's total payroll for the years ended June 30, 2025 and 2024 was \$9,837,253 and \$9,790,566, respectively; and total covered employees' salaries in the TIAA-CREF were \$9,107,492 and \$9,132,148 for the years ended June 30, 2025 and 2024, respectively.

## SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

**NOTES TO FINANCIAL STATEMENTS**  
**YEARS ENDED JUNE 30, 2025 AND 2024**

**NOTE 8 - FOUNDATION**

The Foundation is a separate nonprofit organization incorporated in the State of West Virginia and has as its purpose “to support, encourage and assist in the development and growth of the College, to render service and assistance to the College, and through it to the citizens of the State of West Virginia...” Oversight of the Foundation is the responsibility of a separate and independently elected Board of Directors, not otherwise affiliated with the College. In carrying out its responsibilities, the Board of Directors of the Foundation employs management, forms policy and maintains fiscal accountability over funds administered by the Foundation. Although the College does not control the timing or amount of receipts from the Foundation, the majority of resources, or income thereon, that the Foundation holds and invests are restricted to the activities of the College by the donors. Because these restricted resources held by the Foundation can only be used by, or for the benefit of, the College, the Foundation is considered a component unit of the College and is therefore discretely presented with the College’s financial statements in accordance with GASB.

The Foundation’s net assets totaled \$5,438,376 and \$4,665,740 at December 31, 2024 and 2023, respectively. The net assets include amounts which are restricted by donors to use for specific projects or departments of the College. During the years ended December 31, 2024 and 2023, the Foundation made \$259,618 and \$331,481, respectively, in contributions to the College for student scholarships and other support. Complete financial statements for the Foundation can be obtained from the Southern West Virginia Community College Foundation, Inc.

**NOTE 9 - AFFILIATED ORGANIZATION AND OTHER STATE AGENCIES**

The College has a separately incorporated affiliated organization, the Southern Alumni Association. Oversight responsibility for this entity rests with an independent board and management not otherwise affiliated with the College. Accordingly, the financial statements of such organizations are not included in the accompanying financial statements under the blended component unit requirements. They are not included in the College’s accompanying financial statements under discretely presented component unit requirements as, they (1) are not material or (2) have dual purposes (i.e., not entirely or almost entirely for the benefit of the College).

In addition to the relationships and transactions previously described, the College receives funding or grants from and provides services to other state agencies, and utilizes services, supplies and equipment provided by other state agencies. Amounts due from and due to other state agencies at June 30, are as follows:

	<u>2025</u>	<u>2024</u>
Due to:		
WVNET	\$ 1,574	\$ 1,508
BridgeValley Community & Technical College	11,842	-
Office of Technology	141	-
Workforce WV Unemployment Compensation	10,408	-
WV Public Employees Insurance Agency	2,818	-
	<u>\$ 26,783</u>	<u>\$ 1,508</u>

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEARS ENDED JUNE 30, 2025 AND 2024**

**NOTE 10 - CONTINGENCIES**

The nature of the educational industry is such that, from time-to-time, claims will be presented against the College on account of alleged negligence, acts of discrimination, breach of contract or disagreements arising from the interpretation of laws or regulations. While some of these claims may be for substantial amounts, they are not unusual in the ordinary course of providing educational services in a higher education system. In the opinion of management, all known claims are covered by insurance or are such that an award against the College would not impact seriously on the financial status of the institution.

Under the terms of federal grants, periodic audits are required and certain costs may be questioned as not being appropriate expenditures under the terms of the grants. Such audits could lead to reimbursement to the grantor agencies. The College's management believes disallowances, if any, will not have a significant financial impact on the College's financial position.

The College owns various buildings which are known to contain asbestos. The College is not required by federal, state or local law to remove the asbestos from its buildings. The College is required under Federal Environmental Health and Safety Regulations to manage the presence of asbestos in its buildings in a safe condition. The College addresses its responsibility to manage the presence of asbestos in its buildings on a case-by-case basis. Significant problems of dangerous asbestos conditions are abated as the condition becomes known. The College also addresses the presence of asbestos as building renovation or demolition projects are undertaken and through asbestos operation and maintenance programs directed at containing, managing or operating with the asbestos in a safe condition.

**NOTE 11 - COMPONENT UNIT DISCLOSURES**

The following are the notes taken directly from the Foundation's financial statements starting on the following page:

## SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.

NOTES TO THE FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2024 AND 2023**NOTE 1 – DESCRIPTION OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Organization** – Southern West Virginia Community College Foundation, Inc. (the Foundation) was incorporated in September 1971 as a tax-exempt, not-for-profit corporation under Section 501(c)(3) of the Internal Revenue Code for the purpose of collecting donations from individuals, corporations, and foundations which are to be distributed as scholarships to individual who are attending what is not known as Southern West Virginia Community and Technical College (the College), and also to be used for other purposes benefiting the College. The Foundation is considered to be a component unit of the College. Administrative services are provided by the College.

**Basis of Accounting** – The financial statements of the Foundation have been prepared on the accrual basis of accounting in accounting principles generally accepted in the United States of America ("GAAP").

**Net Assets** – The financial statements report net assets and changes in net assets under two classes that are based upon the existence or absence of restrictions on use that are placed by its donors as net assets without donor restriction and net assets with donor restriction.

**Net Assets Without Donor Restrictions** – Net assets without donor restrictions are resources that are available to support operations. The only limits on the use of these net assets are the broad limits resulting from the nature of the organization, the environment in which it operates, the purposes specified in its corporate documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into during its operations.

**Net Assets With Donor Restrictions** – Net assets with donor restrictions are resources that are restricted by a donor for use for a particular purpose, or in a particular future period. Some donor-imposed restrictions are temporary in nature, and the restriction will expire when the resources are used in accordance with the donor's instructions, or when the stipulated time has passed. Other donor-imposed restrictions are perpetual in nature; the Foundation must continue to use the resources in accordance with the donor's instructions.

When a donor's restriction is satisfied, either by using the resources in the manner specified by the donor or by the passage of time, the expiration of the restriction is reported in the financial statements by reclassifying the net assets with donor restriction to net assets without donor restriction. Net assets restricted for the acquisition of buildings or equipment (or, less commonly, the contribution of those assets directly) are reported as net assets with donor restriction until the specified asset is placed in service by the Foundation, unless the donor provides more specific directions about the period of its use.

**Cash and Cash Equivalents** – Cash and cash equivalents consist primarily of demand deposits and money market funds. The Foundation places its cash with high-credit quality financial institutions. At times, the balances in such institutions may exceed the FDIC limit. Restricted cash includes cash and cash equivalents held within the Foundation's investment portfolios for donor-restricted purposes.

**Investments** – Investments are reported at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. See Note 8 for discussion of fair value measurements. At December 31, 2024 and 2023, one equity position in the portfolio comprised 11.23% and 16.6% of total investments, respectively.

## SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.

NOTES TO THE FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2024 AND 2023**NOTE 1 – DESCRIPTION OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**  
**(Continued)**

**In-Kind Contributions** – Donated goods are recorded as revenue when they are received and are expensed when they are used or distributed. Donated services are recognized as contributions if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Foundation.

**Contributions and Unconditional Promises to Give** – Contributions received and unconditional promises to give ("contributions receivable") are measured at their fair values and are reported as increases in net assets. The Foundation reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions. Conditional promises to give are not recorded until the condition on which it depends is substantially met.

Unconditional promises to give that are expected to be collected within one year are recorded at net realizable value. Unconditional promises to give that are expected to be collected in future years are recorded at the present value of their estimated future cash flows. The discounts on those amounts are computed using a risk-adjusted discount rate applicable to the years in which the promises are received. Amortization of the discounts is included in contribution revenue.

The allowance for uncollectible contributions receivable is determined based upon management's evaluation of the collectability of the individual promises. Promises that remain uncollected for more than one year after their due dates are then written off, unless the donors indicate that the payment is merely postponed. No allowance for uncollectible contributions receivable is considered necessary at December 31, 2024 and 2023, respectively.

**Functional Expenses** – The cost of providing the Foundation's programs and other activities is summarized in Note 5. The expenses that can be identified with a specific program or support service are charged directly to that program and support service. Expenses that are allocated include personnel costs which are allocated based on estimates of time and effort. Administrative and general expenses include those costs that are not directly identifiable with any specific program, but which provide for the overall support and direction of the Foundation.

All scholarships and direct program support services distributions are approved by the Board of Directors.

**Use of Estimates** – The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Income Taxes** – The Foundation is classified as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, and, therefore, is not subject to taxes on incomes derived from its exempt activities. The College has been classified as an organization that is not a private foundation under Section 509(a)(2).

## SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.

**NOTES TO THE FINANCIAL STATEMENTS**  
**YEARS ENDED DECEMBER 31, 2024 AND 2023**

**NOTE 1 – DESCRIPTION OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**  
**(Continued)**

**Subsequent Events** – The date to which events occurring after December 31, 2024, have been evaluated for possible adjustment to or disclosure in the financial statements is August 12, 2025, which is the date the financial statements were available to be issued.

**NOTE 2 – LIQUIDITY AND AVAILABILITY**

Financial assets and liquidity resources available within one year for general expenditure, that is, without donor or other restrictions limiting their use, within one year of December 31, 2024 and 2023, are as follows:

	<b>2024</b>	<b>2023</b>
Financial assets available within one year:		
Cash and cash equivalents	\$ 519,030	\$ 412,859
Contributions receivable	254,781	210,102
Investments	4,599,091	3,975,607
Certificate of deposit	59,646	57,278
Total financial assets	<u>5,432,548</u>	<u>4,655,846</u>
Financial assets held to meet donor-imposed restrictions	<u>4,588,828</u>	<u>3,858,524</u>
Amount available for general expenditures within one year	<u>\$ 843,720</u>	<u>\$ 797,322</u>

The above table reflects the donor-restricted and board-designated endowment funds as unavailable since it is the Foundation's intention to invest those resources for the long-term support of the Foundation.

**NOTE 3 – CONTRIBUTIONS RECEIVABLE**

Contributions receivable consist of the following unconditional promises to give:

	<b>2024</b>	<b>2023</b>
Unconditional promises to give:		
Receivable within one year	\$ 172,583	\$ 66,250
Receivable in two to five years	82,448	143,000
Receivable in more than five years	<u>11,375</u>	<u>19,527</u>
Total unconditional promises to give	266,406	228,777
Discount to net present value	<u>(11,625)</u>	<u>(18,675)</u>
Net unconditional promises to give	<u>\$ 254,781</u>	<u>\$ 210,102</u>

**SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEARS ENDED DECEMBER 31, 2024 AND 2023**

**NOTE 4 – RELATED PARTY TRANSACTIONS**

The Foundation recognized the following expenses paid to the College or on behalf of the College:

	<u>2024</u>	<u>2023</u>
Scholarships	\$ 105,778	\$ 114,859
Respiratory program	44,000	44,000
Theatre upgrades	-	35,500
Grant consulting	<u>54,000</u>	<u>51,000</u>
	<u>\$ 203,778</u>	<u>\$ 245,359</u>

The Foundation recognized contribution revenue and corresponding program expense for donated services provided by the College related to accounting and management personnel costs. The fair value of these donated services, determined by management, was \$136,921 and \$116,097 for the years ended December 31, 2024 and 2023, respectively.

**NOTE 5 – FUNCTIONAL CLASSIFICATION OF EXPENSES**

Expenses for the year ended December 31, 2024 and 2023 were allocated as follows:

	<u>2024</u>	<u>2023</u>
Program Services:		
Scholarships	\$ 105,778	\$ 114,859
Personnel	59,362	35,750
Other	<u>94,478</u>	<u>180,872</u>
Total program services	259,618	331,481
Administrative and general:		
Personnel	44,888	47,472
Outside services	57,328	63,737
Bank fees	1,714	(2,266)
Insurance	2,206	902
Business expenses	<u>109,485</u>	<u>151,722</u>
Total administrative and general	215,621	261,567
Fundraising:		
Personnel	32,671	32,875
Fundraising events	<u>64,572</u>	<u>37,069</u>
Total fundraising	97,243	69,944
Total functional expenses	<u>\$ 572,482</u>	<u>\$ 662,992</u>



**SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEARS ENDED DECEMBER 31, 2024 AND 2023**

**NOTE 6 – NET ASSETS WITH DONOR RESTRICTIONS**

Net assets with donor restriction are available for the following purposes or periods:

	<u>2024</u>	<u>2023</u>
Subject to expenditure for specific purposes:		
Scholarships	\$ 2,562,535	\$ 1,913,716
Educational development	<u>1,300,117</u>	<u>1,262,345</u>
	3,862,652	3,176,061
 Promises to give, without donor restrictions, but which are unavailable for expenditure until due	 7,250	 12,250
 Investment in perpetuity, the income from which is expendable to support scholarships	 <u>718,926</u>	 <u>670,213</u>
	<u>\$ 4,588,828</u>	<u>\$ 3,858,524</u>

**NOTE 7 – ENDOWMENT FUNDS**

**Interpretations of the relevant law** – The Board of Directors of the Foundation has interpreted Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of donor-restricted endowment funds, absent any explicit donor stipulations to the contrary. As a result of this interpretation, the Foundation classifies as net assets with donor restrictions (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time of the accumulation is added to the fund. Also included in net assets with donor restrictions is accumulated appreciated on donor-restricted endowments which are available for expenditure in a manner consistent with the standard of prudence prescribed by UPMIFA and deficiencies associated with funds where the value of the fund has fallen below the original value of the gift.

In accordance with UPMIFA, the Foundation considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (1) the duration and preservation of the various funds, (2) the purposes of the donor-restricted endowment funds, (3) general economic conditions, (4) the possible effect of inflation and deflation, (5) the expected total return from income and the appreciation of investments, (6) other resources of the Foundation, and (7) the Foundation's investment policies.

**Return objectives, risk parameters, and strategies** – The endowed funds consist of scholarship funds which are awarded annually at the discretion of the Board of Directors, or as stipulated by donors of permanently endowed contributions. The Foundation has adopted investment and spending policies to provide a predictable stream of funding to programs supported by its endowment funds while also maintaining the purchasing power of those endowment assets over the long-term.

**SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEARS ENDED DECEMBER 31, 2024 AND 2023**

**NOTE 7 – ENDOWMENT FUNDS (Continued)**

From time to time, certain donor-restricted endowment funds may have fair values that are less than the amount required to be maintained by donors or by law (underwater endowments). The Foundation has interpreted UPMIFA to permit spending from underwater endowments in accordance with prudent measures required under law. During 2024 and 2023, the Foundation did not appropriate any expenditure from underwater endowments and as of December 31, 2024 and 2023 there were no underwater endowments.

Endowment net asset composition by type of fund:

	2024		
	Without Donor Restriction	With Donor Restriction	Total
Donor restricted endowment funds	\$ -	\$ 1,522,749	\$ 1,522,749
Board designated endowment funds	-	2,156,508	2,156,508
Total funds	<u>\$ -</u>	<u>\$ 3,679,257</u>	<u>\$ 3,679,257</u>
	2023		
	Without Donor Restriction	With Donor Restriction	Total
Donor restricted endowment funds	\$ -	\$ 1,302,962	\$ 1,302,962
Board designated endowment funds	-	1,985,426	1,985,426
Total funds	<u>\$ -</u>	<u>\$ 3,288,388</u>	<u>\$ 3,288,388</u>

**SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEARS ENDED DECEMBER 31, 2024 AND 2023**

**NOTE 7 – ENDOWMENT FUNDS (Continued)**

Changes in endowment net assets:

	Without Donor Restriction	With Donor Restriction	Total
Endowment net asset, January 1, 2023	\$ -	\$ 3,506,080	\$ 3,506,080
Endowment investment return:			
Interest and dividends	-	134,444	134,444
Net unrealized and realized losses	-	(182,578)	(182,578)
Total endowment investment return	-	(48,134)	(48,134)
Contributions	-	23,973	23,973
Appropriation of endowment assets	-	(193,531)	(193,531)
Endowment net assets, December 31, 2023	-	3,288,388	3,288,388
Endowment investment return:			
Interest and dividends	-	145,254	145,254
Net unrealized and realized gains	-	304,142	304,142
Total endowment investment return	-	449,396	449,396
Contributions	-	101,489	101,489
Appropriation of endowment assets	-	(160,016)	(160,016)
Endowment net assets, December 31, 2024	\$ -	\$ 3,679,257	\$ 3,679,257

**NOTE 8 – FAIR VALUE MEASUREMENT**

The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy are described below:

Level 1 - Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Foundation has the ability to access.

Level 2 - Inputs to the valuation methodology include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in inactive markets;
- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or by other means.

**SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEARS ENDED DECEMBER 31, 2024 AND 2023**

**NOTE 8 – FAIR VALUE MEASUREMENT (CONTINUED)**

Level 3 - Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used maximize the use of observable inputs and minimize the use of unobservable inputs. Following is a description of the valuation methodologies used for assets measured at fair value (or at net asset value as a practical expedient for fair value) on a recurring basis. There have been no changes to the methodologies.

*Equities:* Valued at the closing price reported on the active market on which the individual securities are traded.

*Exchange-traded funds:* Valued at the net asset value (NAV) of shares on the last trading day of the fiscal year, which is the basis for transactions at that date.

*Money market:* Valued at amortized cost.

The following table sets forth by level, within the fair value hierarchy, the Foundation's assets that are reported on the financial statements at their fair values as of December 31, 2024 and 2023:

	2024			
	Level 1	Level 2	Level 3	Total
Money market	\$ 212,365	\$ -	\$ -	\$ 212,365
Equities	4,198,086	-	-	4,198,086
Exchange-traded funds	188,640	-	-	188,640
Total	<u>\$ 4,599,091</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,599,091</u>
	2023			
	Level 1	Level 2	Level 3	Total
Money market	\$ 64,928	\$ -	\$ -	\$ 64,928
Equities	3,817,109	-	-	3,817,109
Exchange-traded funds	93,570	-	-	93,570
Total	<u>\$ 3,975,607</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,975,607</u>

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEARS ENDED JUNE 30, 2025 AND 2024**

**NOTE 12 - NATURAL CLASSIFICATIONS WITH FUNCTIONAL CLASSIFICATIONS**

These tables represent operating expenses within both natural and functional classifications for the years ended June 30:

2025								
	Salaries and Wages	Benefits	Supplies and Other Services	Utilities	Scholarships and Fellowships	Depreciation	Fees Assessed by the Commission	Total
Instruction	\$ 4,858,955	\$ 1,343,440	\$ 584,640	\$ -	\$ -	\$ -	\$ -	\$ 6,787,035
Public service	109,015	32,076	6,734	-	-	-	-	147,825
Academic support	669,489	168,803	53,651	-	-	-	-	891,943
Student services	1,265,080	420,915	55,976	-	-	-	-	1,741,971
General institutional support	2,440,943	886,192	1,382,992	2,673	-	-	-	4,712,800
Operations and maintenance of plant	544,133	157,975	482,074	731,797	-	-	-	1,915,979
Student financial aid	-	-	-	-	4,304,041	-	-	4,304,041
Depreciation	-	-	-	-	-	1,629,672	-	1,629,672
Other	-	-	-	-	-	-	79,168	79,168
<b>Total</b>	<b>\$ 9,887,615</b>	<b>\$ 3,009,401</b>	<b>\$ 2,566,067</b>	<b>\$ 734,470</b>	<b>\$ 4,304,041</b>	<b>\$ 1,629,672</b>	<b>\$ 79,168</b>	<b>\$ 22,210,434</b>
2024								
	Salaries and Wages	Benefits	Supplies and Other Services	Utilities	Scholarships and Fellowships	Depreciation	Fees Assessed by the Commission	Total
Instruction	\$ 4,708,092	\$ 911,952	\$ 701,898	\$ -	\$ -	\$ -	\$ -	\$ 6,321,942
Public service	105,225	20,762	-	-	-	-	-	125,987
Academic support	472,116	85,151	44,051	-	-	-	-	601,318
Student services	1,055,725	242,806	309,124	-	-	-	-	1,607,655
General institutional support	2,848,158	628,950	863,264	6,579	-	-	-	4,346,951
Operations and maintenance of plant	692,155	129,886	580,571	746,751	-	-	-	2,149,363
Student financial aid	-	-	-	-	2,573,352	-	-	2,573,352
Depreciation	-	-	-	-	-	1,611,227	-	1,611,227
Other	-	-	-	-	-	-	70,522	70,522
<b>Total</b>	<b>\$ 9,881,471</b>	<b>\$ 2,019,507</b>	<b>\$ 2,498,908</b>	<b>\$ 753,330</b>	<b>\$ 2,573,352</b>	<b>\$ 1,611,227</b>	<b>\$ 70,522</b>	<b>\$ 19,408,317</b>

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**REQUIRED SUPPLEMENTARY INFORMATION**

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY**  
**JUNE 30, 2025**

**State Teachers' Retirement System**  
Last 10 Fiscal Years\*

	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
College's proportion of the net pension liability (asset) (percentage)	0.008396%	0.011951%	0.010859%	0.014604%	0.015254%	0.015165%	0.013950%	0.017543%	0.018586%	0.021596%
College's proportionate share of the net pension liability (asset)	\$ 158,430	\$ 273,607	\$ 279,301	\$ 228,228	\$ 491,322	\$ 451,185	\$ 435,555	\$ 606,106	\$ 763,874	\$ 754,590
State's proportionate share of the net pension liability (asset)	<u>261,977</u>	<u>558,761</u>	<u>622,190</u>	<u>510,286</u>	<u>1,067,592</u>	<u>1,089,203</u>	<u>1,128,572</u>	<u>1,340,375</u>	<u>1,454,976</u>	<u>1,707,576</u>
Total proportionate share of the net pension liability (asset)	<u>\$ 420,407</u>	<u>\$ 832,368</u>	<u>\$ 901,491</u>	<u>\$ 738,514</u>	<u>\$ 1,558,914</u>	<u>\$ 1,540,388</u>	<u>\$ 1,564,127</u>	<u>\$ 1,946,481</u>	<u>\$ 2,218,850</u>	<u>\$ 2,462,166</u>
College's covered payroll	<u>\$ 212,256</u>	<u>\$ 327,715</u>	<u>\$ 304,991</u>	<u>\$ 412,627</u>	<u>\$ 420,743</u>	<u>\$ 437,954</u>	<u>\$ 424,629</u>	<u>\$ 484,171</u>	<u>\$ 480,377</u>	<u>\$ 654,684</u>
College's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	74.64%	83.49%	91.58%	55.31%	116.77%	103.02%	102.57%	125.18%	159.02%	115.26%
Plan fiduciary net position as a percentage of the total pension liability	84.24%	80.42%	77.78%	86.38%	70.89%	72.64%	71.20%	67.85%	61.42%	66.25%

\* - The amounts presented for each fiscal year were determined as of June 30th of the previous year. (Measurement date)

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULE OF PENSION CONTRIBUTIONS  
JUNE 30, 2025

State Teachers' Retirement System  
Last 10 Fiscal Years

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
Contractually required contribution	\$ 32,684	\$ 31,838	\$ 49,157	\$ 45,749	\$ 61,894	\$ 63,111	\$ 65,693	\$ 63,694	\$ 72,626	\$ 72,057
Contributions in relation to the contractually required contribution	(32,684)	(31,838)	(49,157)	(45,749)	(61,894)	(63,111)	(65,693)	(63,694)	(72,626)	(72,057)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
College's covered payroll	\$ 217,893	\$ 212,256	\$ 327,715	\$ 304,991	\$ 412,627	\$ 420,743	\$ 437,954	\$ 424,629	\$ 484,171	\$ 480,377
Contributions as a percentage of covered payroll	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF PROPORTIONATE SHARE OF THE NET OPEB LIABILITY (ASSET)**  
**JUNE 30, 2025**

Last 10 Fiscal Years\*

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
College's proportion of the net OPEB liability (asset) (percentage)	0.119069366%	0.164166549%	0.177012624%	0.175329750%	0.173933038%	0.171521178%	0.170222668%	0.161373742%		
College's proportionate share of the net OPEB liability (asset)	\$ (49,576)	\$ (259,792)	\$ 197,013	\$ (52,134)	\$ 768,248	\$ 2,845,763	\$ 3,652,018	\$ 3,968,163		
State's proportionate share of the net OPEB liability (asset)	<u>(155,712)</u>	<u>(110,888)</u>	<u>67,489</u>	<u>(10,265)</u>	<u>169,872</u>	<u>582,370</u>	<u>754,775</u>	<u>815,065</u>		
Total proportionate share of the net OPEB liability (asset)	<u>\$ (205,288)</u>	<u>\$ (370,680)</u>	<u>\$ 264,502</u>	<u>\$ (62,399)</u>	<u>\$ 938,120</u>	<u>\$ 3,428,133</u>	<u>\$ 4,406,793</u>	<u>\$ 4,783,228</u>		
College's covered-employee payroll	<u>\$ 7,631,402</u>	<u>\$ 7,922,055</u>	<u>\$ 7,028,629</u>	<u>\$ 6,814,218</u>	<u>\$ 6,791,670</u>	<u>\$ 6,083,379</u>	<u>\$ 6,268,021</u>	<u>\$ 6,247,930</u>		
College's proportionate share of the net OPEB liability (asset) as a percentage of its covered-employee payroll	-0.65%	-3.28%	2.80%	-0.77%	11.31%	46.78%	58.26%	63.51%		
Plan fiduciary net position as a percentage of the total OPEB liability	102.19%	109.66%	93.59%	101.81%	73.49%	39.69%	30.98%	25.10%		

\* - The amounts presented for each fiscal year were determined as of June 30th of the previous year. (Measurement date)

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, Colleges should present information for those years for which information is available.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF OPEB CONTRIBUTIONS**  
**JUNE 30, 2025**

Last 10 Fiscal Years

	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Statutorily required contribution	\$ 48,450	\$ 47,094	\$ 149,500	\$ 208,124	\$ 319,568	\$ 336,192	\$ 276,087	\$ 280,764		
Contributions in relation to the statutorily required contribution	<u>(48,450)</u>	<u>(47,094)</u>	<u>(149,500)</u>	<u>(208,124)</u>	<u>(319,568)</u>	<u>(336,192)</u>	<u>(276,087)</u>	<u>(280,764)</u>		
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>		
College's covered-employee payroll	\$ 7,569,132	\$ 7,631,402	\$ 7,922,055	\$ 7,028,629	\$ 6,814,218	\$ 6,791,670	\$ 6,083,379	\$ 6,268,021		
Contributions as a percentage of covered-employee payroll	0.64%	0.62%	1.89%	2.96%	4.69%	4.95%	4.54%	4.48%		

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, Colleges should present information for those years for which information is available.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION - PENSION**  
**YEARS ENDED JUNE 30, 2025 AND 2024**

Amounts reported reflect changes in assumptions to more closely reflect actual experience. Significant changes in assumptions are related to projected salary increases, inflation rate, and mortality tables.

	<u>Inflation</u>	<u>Salary Increases</u>	<u>Investment Rate of Return</u>	<u>Mortality</u>	<u>Discount Rate</u>
<b><u>2024</u></b>	2.75%	For teacher members, salary increases are based on member experience, dependent on age and gender, ranging from 2.75 to 5.90%. For non-teacher members, salary increases are based on member experience, dependent on age and gender, ranging from 2.75 to 6.50%.	7.25%, net of pension plan investment expense, including inflation.	Active: Pub-2010, General Employees table, headcount weighted, projected generationally with scale MP-2019. Retired: Healthy males – 100% of Pub-2010 General Retiree Male table, headcount weighted, projected generationally with scale MP-2019; Retired healthy females – 112% of Pub-2010 General Retiree Female table, headcount weighted, projected generationally with scale MP-2019; Disabled males – 107% of Pub-2010 General/Teacher Disabled Male table, headcount weighted, projected generationally with scale MP-2019; Disabled females – 113% of Pub-2010 General/Teacher Disabled Female table, headcount weighted, projected generationally with scale MP-2019; Beneficiary males-101% of Pub-2010 Contingent Survivor Male table, headcount weighted, projected generationally with Scale MP-2019; Beneficiary females-113% of Pub-2010 Contingent Survivor Female table, headcount weighted, projected generationally with Scale MP-2019.	7.25%
<b><u>2023</u></b>	2.75%	For teacher members, salary increases are based on member experience, dependent on age and gender, ranging from 2.75 to 5.90%. For non-teacher members, salary increases are based on member experience, dependent on age and gender, ranging from 2.75 to 6.50%.	7.25%, net of pension plan investment expense, including inflation.	Active: Pub-2010, General Employees table, headcount weighted, projected generationally with scale MP-2019. Retired: Healthy males – 100% of Pub-2010 General Retiree Male table, headcount weighted, projected generationally with scale MP-2019; Retired healthy females – 112% of Pub-2010 General Retiree Female table, headcount weighted, projected generationally with scale MP-2019; Disabled males – 107% of Pub-2010 General/Teacher Disabled Male table, headcount weighted, projected generationally with scale MP-2019; Disabled females – 113% of Pub-2010 General/Teacher Disabled Female table, headcount weighted, projected generationally with scale MP-2019; Beneficiary males-101% of Pub-2010 Contingent Survivor Male table, headcount weighted, projected generationally with Scale MP-2019; Beneficiary females-113% of Pub-2010 Contingent Survivor Female table, headcount weighted, projected generationally with Scale MP-2019.	7.25%

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION - PENSION**  
**YEARS ENDED JUNE 30, 2025 AND 2024**

	<u>Inflation</u>	<u>Salary Increases</u>	<u>Investment Rate of Return</u>	<u>Mortality</u>	<u>Discount Rate</u>
<b><u>2022</u></b>	2.75%	For teacher members, salary increases are based on member experience, dependent on age and gender, ranging from 2.75 to 5.90%. For non-teacher members, salary increases are based on member experience, dependent on age and gender, ranging from 2.75 to 6.50%.	7.25%, net of pension plan investment expense, including inflation.	Active: Pub-2010, General Employees table, headcount weighted, projected generationally with scale MP-2019. Retired: Healthy males – 100% of Pub-2010 General Retiree Male table, headcount weighted, projected generationally with scale MP-2019; Retired healthy females – 112% of Pub-2010 General Retiree Female table, headcount weighted, projected generationally with scale MP-2019; Disabled males – 107% of Pub-2010 General/Teacher Disabled Male table, headcount weighted, projected generationally with scale MP-2019; Disabled females – 113% of Pub-2010 General/Teacher Disabled Female table, headcount weighted, projected generationally with scale MP-2019; Beneficiary males-101% of Pub-2010 Contingent Survivor Male table, headcount weighted, projected generationally with Scale MP-2019; Beneficiary females-113% of Pub-2010 Contingent Survivor Female table, headcount weighted, projected generationally with Scale MP-2019.	7.25%
<b><u>2021</u></b>	2.75%	For teacher members, salary increases are based on member experience, dependent on age and gender, ranging from 2.75 to 5.90%. For non-teacher members, salary increases are based on member experience, dependent on age and gender, ranging from 2.75 to 6.50%.	7.25%, net of pension plan investment expense, including inflation.	Active: Pub-2010, General Employees table, headcount weighted, projected generationally with scale MP-2019. Retired: Healthy males – 100% of Pub-2010 General Retiree Male table, headcount weighted, projected generationally with scale MP-2019; Retired healthy females – 112% of Pub-2010 General Retiree Female table, headcount weighted, projected generationally with scale MP-2019; Disabled males – 107% of Pub-2010 General/Teacher Disabled Male table, headcount weighted, projected generationally with scale MP-2019; Disabled females – 113% of Pub-2010 General/Teacher Disabled Female table, headcount weighted, projected generationally with scale MP-2019.	7.25%

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION - PENSION**  
**YEARS ENDED JUNE 30, 2025 AND 2024**

	<u>Inflation</u>	<u>Salary Increases</u>	<u>Investment Rate of Return</u>	<u>Mortality</u>	<u>Discount Rate</u>
<b><u>2020</u></b>	3.0%	For teacher members, salary increases are based on member experience, dependent on age and gender, ranging from 3.00 to 6.16%. For non-teacher members, salary increases are based on member experience, dependent on age and gender, ranging from 3.00 to 6.75%.	7.5%, net of pension plan investment expense, including inflation.	Active: Pub-2010, General Employees table, headcount weighted, projected generationally with scale MP-2019. Retired healthy males – 108% of Pub-2010 General Retiree Male table, headcount weighted, projected generationally with scale MP-2019; Retired healthy females – 112% of Pub-2010 General Retiree Female table, headcount weighted, projected generationally with scale MP-2019; Disabled males – 107% of Pub-2010 General/Teacher Disabled Male table, headcount weighted, projected generationally with scale MP-2019; Disabled females – 113% of Pub-2010 General/Teacher Disabled Female table, headcount weighted, projected generationally with scale MP-2019.	7.5%
<b><u>2019</u></b>	3.0%	For teacher members, salary increases are based on member experience, dependent on age and gender, ranging from 3.00 to 6.00%. For non-teacher members, salary increases are based on member experience, dependent on age and gender, ranging from 3.00 to 6.50%.	7.5%, net of pension plan investment expense, including inflation.	Active: RP2000, non-annuitant table, projected with Scale AA on a fully generational basis. Retired: Healthy males – 97% of RP2000 healthy annuitant table, projected with Scale AA on a fully generational basis; Healthy females – 94% of RP2000 healthy annuitant table, projected with Scale AA on a fully generational basis; Disabled males – 96% of RP2000 disabled annuitant table, projected with Scale AA on a fully generational basis; Disabled females – 101% of RP2000 disabled annuitant table, projected with Scale AA on a fully generational basis.	7.5%
<b><u>2018</u></b>	3.0%	For teacher members, salary increases are based on member experience, dependent on age and gender, ranging from 3.00 to 6.00%. For non-teacher members, salary increases are based on member experience, dependent on age and gender, ranging from 3.00 to 6.50%.	7.5%, net of pension plan investment expense, including inflation.	Active: RP2000, non-annuitant table, projected with Scale AA on a fully generational basis. Retired: healthy males – 97% of RP2000 healthy annuitant table, projected with Scale AA on a fully generational basis; healthy females – 94% of RP2000 healthy annuitant table, projected with Scale AA on a fully generational basis; disabled males – 96% of RP2000 disabled annuitant table, projected with Scale AA on a fully generational basis; disabled females – 101% of RP2000 disabled annuitant table, projected with Scale AA on a fully generational basis.	7.5%

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION - PENSION**  
**YEARS ENDED JUNE 30, 2025 AND 2024**

	<u>Inflation</u>	<u>Salary Increases</u>	<u>Investment Rate of Return</u>	<u>Mortality</u>	<u>Discount Rate</u>
<b><u>2017</u></b>	3.0%	For teacher members, salary increases are based on member experience, dependent on age and gender, ranging from 3.00 to 6.00%. For non-teacher members, salary increases are based on member experience, dependent on age and gender, ranging from 3.00 to 6.50%.	7.5%, net of pension plan investment expense, including inflation.	Active: RP2000, non-annuitant table, projected with Scale AA on a fully generational basis. Retired: healthy males – 97% of RP2000 healthy annuitant table, projected with Scale AA on a fully generational basis; healthy females – 94% of RP2000 healthy annuitant table, projected with Scale AA on a fully generational basis; disabled males – 96% of RP2000 disabled annuitant table, projected with Scale AA on a fully generational basis; disabled females – 101% of RP2000 disabled annuitant table, projected with Scale AA on a fully generational basis.	7.5%
<b><u>2016</u></b>	3.0%	For teacher members, salary increases are based on member experience, dependent on age and gender, ranging from 3.00 to 6.00%. For non-teacher members, salary increases are based on member experience, dependent on age and gender, ranging from 3.00 to 6.50%.	7.5%, net of pension plan investment expense, including inflation.	Active: RP2000, non-annuitant table, projected with Scale AA on a fully generational basis. Retired: healthy males – 97% of RP2000 healthy annuitant table, projected with Scale AA on a fully generational basis; healthy females – 94% of RP2000 healthy annuitant table, projected with Scale AA on a fully generational basis; disabled males – 96% of RP2000 disabled annuitant table, projected with Scale AA on a fully generational basis; disabled females – 101% of RP2000 disabled annuitant table, projected with Scale AA on a fully generational basis.	7.5%
<b><u>2015</u></b>	3.0%	For teacher members, salary increases are based on member experience, dependent on age and gender, ranging from 3.75 to 5.25%. For non-teacher members, salary increases are based on member experience, dependent on age and gender, ranging from 3.40 to 6.50%.	7.5%, net of pension plan investment expense, including inflation.	Active: RP2000, non-annuitant monthly mortality table. Retired: RP2000 healthy annuitant, scale AA; Disabled: RP2000 disabled annuitant mortality table, scale AA.	7.5%

There are no other significant factors that affect trends in the amounts reported, such as a change of benefit terms or other assumptions. Additional information, if necessary, can be obtained from the CPRB Annual Comprehensive Financial Report for the corresponding year.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**  
**YEARS ENDED JUNE 30, 2025 AND 2024**

Actuarial Changes Other Postemployment Benefits Plan

The actuarial assumptions used in the total OPEB liability (asset) calculation can change from year to year. Please see table below which summarizes the actuarial assumptions used for the respective measurement dates.

	<b>Inflation Rate</b>	<b>Salary Increases</b>	<b>Wage Inflation Rate</b>	<b>Investment Rate of Return &amp; Discount Rate</b>	<b>Mortality</b>	<b>Retirement Age</b>	<b>Aging Factors</b>	<b>Expenses</b>	<b>Healthcare Cost Trend Rates</b>
<b>2024</b>	2.50%	Specific to the OPEB covered group. Ranging from 2.75% to 5.18%, including inflation	2.75%	7.40%, net of OPEB plan investment expense, including inflation	Post-Retirement: Pub-2010 General Healthy Retiree Mortality Tables projected with MP-2021 and scaling factors of 100% for males and 108% for females; Pre-Retirement: Pub-2010 General Employee Mortality Tables projected with MP-2021	Experience-based table of rates that are specific to the type of eligibility condition	2013 SOA study "Health Care Costs - From Birth to Death"	Health administrative expenses are included in the development of the per capita claims cost. Operating expenses are included as a component of annual expense.	Trend rates for pre-Medicare and Medicare per capita costs of 5.0% medical and 8.0% drug. The trends increase over four years to 7.0% and 9.5%, respectively. The trends then decrease linearly for 5 years until ultimate trend rate of 4.5% is reached in plan year end 2033.
<b>2023</b>	2.50%	Specific to the OPEB covered group. Ranging from 2.75% to 5.18%, including inflation	2.75%	7.40%, net of OPEB plan investment expense, including inflation	Post-Retirement: Pub-2010 General Healthy Retiree Mortality Tables projected with MP-2021 and scaling factors of 100% for males and 108% for females; Pre-Retirement: Pub-2010 General Employee Mortality Tables projected with MP-2021	Experience-based table of rates that are specific to the type of eligibility condition	2013 SOA study "Health Care Costs - From Birth to Death"	Health administrative expenses are included in the development of the per capita claims cost. Operating expenses are included as a component of annual expense.	Trend rate for pre-Medicare and Medicare per capita costs of 7.0% medical and 8.0% drug. The trends increase over four years to 9.0% and 9.5%, respectively. The trends then decrease linearly for 5 years until ultimate trend rate of 4.50% is reached in plan year end 2032.
<b>2022</b>	2.25%	Specific to the OPEB covered group. Ranging from 2.75% to 5.18%, including inflation	2.75%	6.65%, net of OPEB plan investment expense, including inflation	Post-Retirement: Pub-2010 General Healthy Retiree Mortality Tables projected with MP-2021 and scaling factors of 100% for males and 108% for females; Pre-Retirement: Pub-2010 General Employee Mortality Tables projected with MP-2021	Experience-based table of rates that are specific to the type of eligibility condition	2013 SOA study "Health Care Costs - From Birth to Death"	Health administrative expenses are included in the development of the per capita claims cost. Operating expenses are included as a component of annual expense.	Trend rate for pre-Medicare per capita costs of 7.0% for plan year end 2023, decreasing by 0.50% for two years then by 0.25% each year thereafter, until ultimate trend rate of 4.25% is reached in plan year 2032. Trend rate for Medicare per capita costs of 8.83% for plan year end 2023, decreasing ratably each year thereafter, until ultimate trend rate of 4.25% is reached in plan year end 2032.
<b>2021</b>	2.25%	Specific to the OPEB covered group. Ranging from 2.75% to 5.18%, including inflation	2.75%	6.65%, net of OPEB plan investment expense, including inflation	Post-Retirement: Pub-2010 General Healthy Retiree Mortality Tables projected with MP-2019 and scaling factors of 100% for males and 108% for females; Pre-Retirement: Pub-2010 General Employee Mortality Tables projected with MP-2019	Experience-based table of rates that are specific to the type of eligibility condition	2013 SOA study "Health Care Costs - From Birth to Death"	Health administrative expenses are included in the development of the per capita claims cost. Operating expenses are included as a component of annual expense.	Trend rate for pre-Medicare per capita costs of 7.0% for plan year end 2020, decreasing by 0.50% for one year then by 0.25% each year thereafter, until ultimate trend rate of 4.25% is reached in plan year 2032. Trend rate for Medicare per capita costs of 31.11% for plan year end 2022, 9.15% for plan year end 2023, decreasing ratably each year thereafter, until ultimate trend rate of 4.25% is reached in plan year end 2036.
<b>2020</b>	2.25%	Specific to the OPEB covered group. Ranging from 2.75% to 5.18%, including inflation	2.75%	6.65%, net of OPEB plan investment expense, including inflation	Post-Retirement: Pub-2010 General Healthy Retiree Mortality Tables projected with MP-2019 and scaling factors of 100% for males and 108% for females; Pre-Retirement: Pub-2010 General Employee Mortality Tables projected with MP-2019	Experience-based table of rates that are specific to the type of eligibility condition	2013 SOA study "Health Care Costs - From Birth to Death"	Health administrative expenses are included in the development of the per capita claims cost. Operating expenses are included as a component of annual expense.	Trend rate for pre-Medicare per capita costs of 7.0% for plan year end 2022, 6.5% for plan year end 2023, decreasing by 0.25% each year thereafter, until ultimate trend rate of 4.25% is reached in plan year 2032. Trend rate for Medicare per capita costs of 31.11% for plan year end 2022, 9.15% for plan year end 2023, 8.40% for plan year end 2024, decreasing gradually each year thereafter, until ultimate trend rate of 4.25% is reached in plan year end 2036.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**  
**YEARS ENDED JUNE 30, 2025 AND 2024**

	<b>Inflation Rate</b>	<b>Salary Increases</b>	<b>Wage Inflation Rate</b>	<b>Investment Rate of Return &amp; Discount Rate</b>	<b>Mortality</b>	<b>Retirement Age</b>	<b>Aging Factors</b>	<b>Expenses</b>	<b>Healthcare Cost Trend Rates</b>
<b><u>2019</u></b>	2.75%	Dependent upon pension system. Ranging from 3.0% to 6.5%, including inflation	4.00%	7.15%, net of OPEB plan investment expense, including inflation	Post-Retirement: RP – 2000 Healthy Annuitant Mortality Table projected with Scale AA on a fully generational basis Pre-Retirement: RP– 2000 Non-Annuitant Mortality Table projected with Scale AA on a fully generational basis	Experience-based table of rates that are specific to the type of eligibility condition	2013 SOA study "Health Care Costs - From Birth to Death"	Health administrative expenses are included in the development of the per capita claims cost. Operating expenses are included as a component of annual expense.	Trend rate for pre-Medicare per capita costs of 8.5% for plan year end 2020, decreasing by 0.5% each year thereafter, until ultimate trend rate of 4.5% is reached in plan year 2028. Trend rate for Medicare per capita costs of 3.1% for plan year end 2020. 9.5% for plan year end 2021, decreasing by 0.5% each year thereafter, until ultimate trend rate of 4.5% is reached in plan year end 2031.
<b><u>2018</u></b>	2.75%	Dependent upon pension system. Ranging from 3.0% to 6.5%, including inflation	4.00%	7.15%, net of OPEB plan investment expense, including inflation	Post-Retirement: RP – 2000 Healthy Annuitant Mortality Table projected with Scale AA on a fully generational basis Pre-Retirement: RP– 2000 Non-Annuitant Mortality Table projected with Scale AA on a fully generational basis	Experience-based table of rates that are specific to the type of eligibility condition.	2013 SOA study "Health Care Costs - From Birth to Death"	Health administrative expenses are included in the development of the per capita claims cost. Operating expenses are included as a component of annual expense.	Actual trend used for fiscal year 2018. For fiscal years on and after 2019, trend starts at 8.0% and 10.0% for pre and post-Medicare, respectively, and gradually decreases to an ultimate trend rate of 4.50%. Excess trend rate of 0.13% and 0.00% for pre and post-Medicare, respectively, is added to healthcare trend rates pertaining to per capita claims costs beginning in 2022 to account for the Excise Tax.
<b><u>2017</u></b>	2.75%	Dependent upon pension system. Ranging from 3.0% to 6.5%, including inflation	4.00%	7.15%, net of OPEB plan investment expense, including inflation	Post-Retirement: RP – 2000 Healthy Annuitant Mortality Table projected with Scale AA on a fully generational basis Pre-Retirement: RP– 2000 Non-Annuitant Mortality Table projected with Scale AA on a fully generational basis	Experience-based table of rates that are specific to the type of eligibility condition.	2013 SOA study "Health Care Costs - From Birth to Death"	Health administrative expenses are included in the development of the per capita claims cost. Operating expenses are included as a component of annual expense.	Actual trend used for fiscal year 2017. For fiscal years on and after 2018, trend starts at 8.5% and 9.75% for pre and post-Medicare, respectively, and gradually decreases to an ultimate trend rate of 4.50%. Excess trend rate of 0.14% and 0.29% for pre and post-Medicare, respectively, is added to healthcare trend rates pertaining to per capita claims costs beginning in 2020 to account for the Excise Tax.



INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE  
AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS*

Board of Governors  
Southern West Virginia Community and Technical College  
Mt. Gay, West Virginia

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities and discretely presented component unit of Southern West Virginia Community and Technical College (the College), as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the College's basic financial statements, and have issued our report thereon dated September 30, 2025, which states reliance on another auditor for the discretely presented component unit. Our report includes a reference to another auditor who audited the financial statements of The Southern West Virginia Community College Foundation, Inc. (the Foundation), as described in our report on the College's financial statements. This report does not include the results of the other auditor's testing of internal control over financial reporting or compliance and other matters that are reported on separately by that auditor. The financial statements of the Foundation were not audited in accordance with *Government Auditing Standards*.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the College's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness the College's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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453 Suncrest Towne Centre Drive  
Suite 201  
Morgantown, WV 26505

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The Somerville Building  
501 5th Avenue  
Suite 1  
Huntington, WV 25701

MAIN (304) 525-0301  
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Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the College's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Charleston, West Virginia  
September 30, 2025

**Memo**

To: Southern West Virginia Community and Technical College Board of Governors

From: Velva Pennington, Chief Finance Officer

CC: Dr. Corley Dennison, Interim President

RE: Finance Update

At the end of November, we have collected \$2,410,070 in tuition and fees revenue, which is around 49 percent of our 2026 tuition and fees budget. Not all areas of revenue are where we would like them to be this far into the fiscal year, but we expect these areas to improve in the next quarter.

The college currently has 462 days in operational cash on hand, and it costs the college \$30,381.70 per day to operate.

Southern WV Community & Technical College  
Operating Budget Cash Analysis  
2nd QTR 2026

	FY 2026 BUDGET	FY 2026 ACTUAL YTD	Comparison %	FY 2025 BUDGET	FY 2025 ACTUAL 2nd QTR	Comparison %
<b>TOTAL REVENUES:</b>						
Tuition and Fees	\$4,952,388	\$2,410,070	49%	\$4,697,793	2,494,763	53%
Capital Fees	301,469	124,190	41%	340,000	117,500	35%
Workforce Revenue	300,000	31,174	10%	400,000	210,656	53%
Auxiliary Enterprises	30,000	5,486	18%	30,000	41,117	137%
Other Operating Revenue	50,000	26,477	53%	50,000	1,171,605	2343%
State Appropriations	9,459,029	3,552,409	38%	9,217,907	4,007,015	43%
Investment Income	400,000	197,807	49%	400,000	208,442	52%
Other Nonoperating revenues	-	-	0%	-	-	0%
<b>TOTAL REVENUES</b>	<b>\$15,492,886</b>	<b>\$6,347,613</b>	<b>41%</b>	<b>\$15,135,700</b>	<b>\$8,251,099</b>	<b>55%</b>

<b>TOTAL EXPENSES:</b>						
Salaries and Wages	\$9,691,843	\$3,722,296	38%	\$9,686,089	4,751,739	49%
Benefits	2,935,220	1,114,581	38%	2,738,458	1,367,377	50%
Utilities	852,148	289,928	34%	872,280	351,502	40%
Supplies and Other Services	2,013,675	767,245	38%	1,838,873	1,606,107	87%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$15,492,886</b>	<b>\$5,894,049</b>	<b>38%</b>	<b>\$15,135,700</b>	<b>\$8,076,725</b>	<b>53%</b>

<b>Net Change in Cash</b>	<b>\$0</b>	<b>\$453,564</b>	<b>\$0</b>	<b>\$174,374</b>
<b>Cash Beginning Balance</b>	<b>13,579,740</b>	<b>13,579,740</b>	<b>12,714,524</b>	<b>12,714,524</b>
<b>Ending Cash Balance</b>	<b>13,579,740</b>	<b>14,033,304</b>	<b>12,714,524</b>	<b>12,888,898</b>

Summary	
Beginning Cash Balance	\$13,579,740
Revenues	\$6,347,613
Expenses	(\$5,894,049)
Ending Cash Balance	<b>\$14,033,304</b>

Operational Cash on Hand Days	
2025 Operational Expenses	\$5,894,049
Days/yr	194
Operational expenses per day	<b>\$30,381.70</b>
2025 Cash on Deposit	<b>\$14,033,304</b>
Total Operational Cash sustainability	<b>462</b>



**Southern West Virginia Community and Technical College  
Board of Governors  
Meeting of October 28 2025  
100 College Drive, Logan, WV  
Logan Campus, Building C, Room 428  
Via Zoom  
6:00 p.m.**

**To join via ZOOM:**

<https://zoom.us/j/96432569976?pwd=BqVaYtbXfnkVgRz8c9EV3yJthuKA2t.1>

**Meeting ID: 964 3256 9976**  
**Passcode: 231384**  
**Dial-in Only: 1-301-715-8592**

**MINUTES**

**Board Members Present:** Sonya Porter, Chair; Brent Tomblin, Scotty Dingess, David Gresham, Katie Endicott, Mary Phipps, Anna Adkins, Chris Gray, Maudie, Orraca-Tetteh and Brayden Williamson

**Board Members Absent:** None

**Also Attending:** Interim President, Dr. Corley Dennison, Jennifer Dove, Recorder, Velva Pennington, Chief Finance Officer, Debbie Dingess, Chief Human Resources Officer, Teri Wells, Chief Student Services Officer, Stacy Dingess, Chief External Affairs Officer, Matt Mayo, Faculty Senate Chair, and Kim Maynard, Classified Staff Chair.

**Guests:** None

**1. Call to Order**

Board of Governors Chair, Ms. Sonya Porter, declared a quorum present and convened the meeting at 6:00 p.m.

**2. Student Services Annual Report**

Ms. Teri Wells presented the Student Services Annual report to the Board and shared the following highlights to explain the role and make up of Student Services:

- Student Services is made up of 20 employees, eight with ten plus years and 5 of those with 20 plus years of service.
- Most of those employees are Southern Alumni that have obtained a Bachelor's and/or a master's degree.
- Student Services houses Recruitment, Admissions, Financial Aid, Advising, Student Success, Registrar, and several grant programs.
- Southern's recruiter finished the West Virginia ACRO Roadrunner Tour. He visited 12 high schools and obtained 760 scans. (Scans are individual stops by Southern's table by students)
- Admissions processed 4,00 admission applications since last June. Admission office is tasked with preventing fraudulent students from applying, registering, and



receiving state and federal aid. Admissions emails and texts students and potential students of events on campus and in the community. 110

- Financial Aid awarded \$3.3 million dollars in federal and state grants and loans, scholarships, waivers and other financial resources for Fall 2025. This office hosted FAFSA days to assist students in completing their FAFSA. FAFSA days will be held every Thursday and Friday in November. Southern's Veterans Representative will also be in attendance.
- Student Success Advisors help students year-round with advising and registering for classes. Advisors participate in grant required initiatives, honor societies, student government, disability services, financial aid appeals, orientations, and various other events. Housed in the Student Success area are two faculty tutors on both the Williamson and Logan campuses or via SS Connect.
- Student Success offers a variety of workshops, test preps, and skills to assist those students who may be at risk.
- Registrar's office works to make sure all transfer credits are applied to the student's record and that credits transfer into Southern from other schools. Oversees the degree audit tool Degreeworks, college catalog and handbook, veteran benefits, graduation checkout and ceremonies, and SS-connect.

### **3. Development Office Update**

Mr. Stacy Dingess presented the Development Office update to the Board.

- The December 31, 2024, audit revealed no significant findings, only a couple of procedural changes. All but one of the suggestions has been completed due to staffing needed to implement.
- Year-end net assets were \$5,438,000.00. This was an increase of \$772,000.00 from the previous year due to investment strategies and a favorable market.
- In addition to the \$409,000.00 gain on investment, the interest investments were \$137,000.00.
- Three new donors were secured in 2024. Two of those donors gave \$100,000.00, and one gave \$35,000.00.
- Community fundraisers are still held to help keep Southern in the community and assist with college activities.
- The Foundation receives a small budget from the College in the amount of \$3,500.00 annually, which is used mostly for office expenses. The Foundation is self-sustaining.
- Auditors noted that college covers Mr. Dingess' salary. The Foundation has two and one-half employees who also have duties that are not related directly to the Foundation. Mr. Dingess shared that the college's cost for the salaries is \$136,921.00. However, the Foundation in turn, gives scholarship funds to the college in the amount of \$203,778.00 in addition to \$25,000.00 in direct assistance to the students.
- Mr. Josh Workman is the new Chair of the Foundation Board. Mr. Canterbury remains on the Executive Board.
- United Wealth Management handles all investments and endowments. Logan Bank and Trust handle the accounts for daily costs and some CDs.
- Launched two new scholarships in 2025 and received verbal confirmation from a current donor for another \$100,000.00. That donation will go directly to the Workforce Development programs.
- Working with two potential new donors.

### **4. Emergency Preparedness Report**

Mr. Joe Linville presented the Emergency Preparedness report to the Board.

- Cleary Act report was completed and submitted on October 1<sup>st</sup>. Southern had no crimes to report.
- Newsletters are sent out to employees monthly that focus on various safety topics.
- Annual inspections of various areas on campus are completed by BRIMM, Southern's insurance provider. Should an area of concern be found, Southern has 60 days to correct the issue.
- Annual fire alarm and monitoring service for all fire alarms on each campus that provides 24/7 monitoring of the college.
- Sprinklers are monitored on a quarterly basis.
- Southern has two emergency plans. One plan encompasses the college as a whole and one plan for each individual campus.

## **5. Faculty Senate Report**

Mr. Matt Mayo provided the following updates from Faculty Senate:

- Ten faculty have applied for promotions and salary enhancements.
- Faculty is currently reviewing a couple policies and procedures.
- Course feedback survey review is near completion.
- The Distance Learning Committee met recently to implement an AI policy.
- Will follow up on subcommittees that were formed due to SIP-2200.A, SCP-2000, and SCP-2375 after Faculty Senate meeting on Governance Day.
- Proctoring policy is being reviewed and near completion.
- Faculty Senate will meet at 12:30 on Governance Days to accommodate those teaching on Fridays.
- Will Alderman will attend the upcoming ACF retreat. One area of discussion is the loss of faculty voting privileges on Boards.

## **6. Classified Staff Report**

Ms. Kimberly Maynard provided the following updates from the Classified Staff Council:

- Classified Staff supports Southern in its mission.
- Classified Staff review and make recommendations regarding policies and procedures.
- Classified Staff represent Southern in professional organizations.
- Concerns from classified staff and non-classified staff are brought to the college, administration, and Board of Governors.
- Classified staff help to strengthen morale.
- Southern Samaritans have given one donation since the last Board meeting.
- Hallmark Committee send cards acknowledging birthdays and other life events.
- Preparing for the upcoming HLC visit, approved holiday calendar, and met with the President.
- Held elections to fill vacancies in various committees.
- Classified Staff continue to complete vector training provided by Human Resources.
- Updating Classified Staff Constitution to reflect closure of Boone and Wyoming campuses.

## **7. Finance Report**

Ms. Velva Pennington, Chief Finance Officer, provided the following financial update:

- The college has 693 days of operation cash on hand, and it costs the college approximately \$18,214.00 to operate.

- The first quarter of new academic year is complete and successfully completed the financial audit.
- Recording revenue for the year has begun. Ms. Pennington noted that not all transfers to record tuition and revenue are reflected in this report. This is because the first financial aid disbursement occurred in late September and revenue transfers are reported after disbursements take place.
- Ms. Pennington explained some recent history regarding the previous financial audit in 2023 that resulted in a material weakness and in 2024 the audit improved to a significant deficiency. Ms. Pennington is happy to share that in December this year the auditors' report to the Board will reflect no deficiencies or weaknesses. Ms. Pennington recognized the hard work and commitment of her team to make this happen.
- Budget planning for the upcoming year is underway. Will be looking at the ECA business model to make some adjustments as well as tuition and fee models. Finance will also look at how budget estimates on FTE are processed to help determine if it coincides with what the expected revenue earned is.

## **8. President's Report**

Interim President Dennison provided the following update:

- HLC visit is November 17<sup>th</sup> and 18<sup>th</sup>. Pre-site visit report has been submitted. The itinerary has been set for the visit and Dr. Dennison shared with the Board. Ms. Carolyn Long spoke to all employees on Governance Day regarding the process and what to expect during the visit. Once the site visit is complete the team will write a report and submit it to us for a response. Once received, Southern will have approximately one month to respond and only to errors of fact.
- The final report will be submitted to the Institutional Action Committee (IAC) who will submit their report with recommendations. A second committee will hear the recommendations. Dr. Dennison expects to receive the final report possibly in June of 2026
- The CTC Council will meet on Thursday at 2 o'clock following the statewide Board of Governors Summit. Southern is on the agenda to present a status update on governance issues and Dr. Dennison's contract. Dr. Dennison will share that governance issues have been resolved and that extensive Board training is ongoing.
- President's cabinet is performing extensive reviews of policies and academic programs. Two task force committees have been created: Finance Planning Committee and the Strategic Enrollment Committee. One recommendation from Strategic Enrollment is two new entry points for students one mid semester of spring and fall. Students can also choose from many 7 to 12-week courses and still obtain a full schedule.
- CTC Council is considering extending Dr. Dennison's contract to May. Dr. Dennison briefly discussed a presidential search and shared that the Board would receive guidance from the Chancellor and Council on the process. Ms. Long has agreed to help with the search.
- Trunk or Treat will be held on the Logan campus Thursday. This is our largest community event.
- Southern will host holiday reception on December 11<sup>th</sup> at 6:00 p.m. for employees and their families.

## **9. Action Items**

### **9.1 Approval of August 19, 2025, Board Meeting Minutes**



**MOTION:** Scotty Dingess made a motion to approve August 19, 2025, Board meeting minutes with corrections. <sup>113</sup>

**ACTION:** The Motion was adopted by 7 in favor and 0 opposed.

## **9.2 Approval of September 16, 2025, Board meeting Minutes**

**MOTION:** Scotty Dingess made a motion to approve September 16, 2025, Board meeting minutes as presented.

**ACTION:** The Motion was adopted by 7 in favor and 0 opposed.

## **9.3 Request for Approval to Release for 30-day Comment Period**

### **9.3.1. SCP-1160, *Equal Opportunity and Nondiscrimination Philosophy***

**MOTION:** David Gresham made a motion to adopt the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-1160, *Equal Opportunity and Nondiscrimination Philosophy*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**ACTION:** Anna Adkins Seconded the motion. The Motion was adopted by 7 in favor and 0 opposed.

### **9.3.2 SCP-3670, *Public School Service Program* and SCP-3670.A, *Public School Services Form***

**MOTION:** David Gresham made a motion to adopt the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-3670, *Public School Service Program*, and SCP-3670.A, *Public School Service Form*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**ACTION:** Anna Adkins seconded the motion. The Motion was adopted by 7 in favor and 0 opposed.

## **9.4 Request for Final Approval Following 30-Day Comment Period**

### **9.4.1 SCP-8600, *Board of Governors Operational Guidelines Policy* and SCP-8600.A, *Board of Governors Operational Guidelines***

**MOTION:** Scotty Dingess made a motion to adopt the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval SCP-8600, *Board of Governors Operational Guidelines Policy*; and SCP-8600.A, *Board of Governors Operational Guidelines*, following the required 30-day comment period.

**ACTION:** David Greahsam seconded the motion. The Motion was adopted by 7 in favor and 0 opposed.

**9.4.2 SCP-2300, *Anti Nepotism Policy* and SCP-2300.A *Workplace Conduct and Professional Expectations***

**MOTION:** Mary Phipps made a motion to adopt the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval SCP-2300, *Anti-Nepotism Policy*; and SCP-2300.A, *Workplace Conduct and Professional Expectations Agreement*, following the required 30-day comment period.

**ACTION:** Brent Tomblin seconded the Motion. The Motion was adopted by 7 in favor and 0 opposed.

**9.5 Request for Approval of a Second Additional 30-Day Comment Period**

**9.5.1 SCP-1200, *Social Media Policy***

**MOTION:** Scotty Dingess made a motion to adopt the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-1200, *Social Media Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

**ACTION:** Anna Adkins seconded the Motion. The Motion was adopted by 7 in favor and 0 opposed.

**10. Informational Items**

**10.1 Policy and Marketing/Strategic Enrollment Committee**

Dr. Dennison referred to both committees during his report. Both committees are meeting on a regular basis. Recommendations from both committees to Cabinet are expected soon.

**10.2 The next regular Board of Governors meeting will be held December 16, 2025, at 6:00 p.m.**

**11. Executive Session under Authority of WV Code § 6-9A-4 for the following: 115**

Chair Porter invited a motion for the Board to enter Executive Session. Scotty Dingess moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4 to discuss:

- 11.1 Possible contract discussion under WV Code §6-9A-4(2)(G) relating to ongoing negotiations.
- 11.2 Possible property conveyance under WV Code §6-9A-4(2)(E).
- 11.3 Possible lease discussion under WV Code §6-9A-4(2)(E).

Brent Tomblin seconded the motion that was adopted by 7 in favor and 0 opposed. Chair Porter declared the motion adopted and the Board then met in an Executive Session at 6:50 p.m. Following deliberations, Scotty Dingess moved that the Board rise from Executive Session and reconvene in open session. Brent Tomblin seconded the motion that was adopted by 7 in favor and 0 opposed. The Board took no votes nor made any decisions during the Executive Session.

**MOTION:** Scotty Dinges made a motion to authorize Dr. Dennison, Joe Linville, and Sonya Porter, Chair to negotiate any contract and bring back to the Board information regarding leasing space at the Williamson Campus.

**ACTION:** Brent Tomblin seconded the Motion. The Motion was adopted by 7 in favor and 0 opposed.

**MOTION:** Brett Tomblin made a motion to authorize Stacy Dingess, on behalf of the Southern Foundation, to convey two acres of surface property adjacent to Southern's property and any potential mineral rights.

**ACTION:** David Gresham seconded the Motion. The Motion was adopted by 7 in favor and 0 opposed.

**12. Adjournment**

There being no further business, Chair Porter declared the meeting adjourned.

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Sonya Porter, Chair  
Southern West Virginia Community and Technical College  
Board of Governors

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Jennifer Dove  
Executive Assistant to the President  
and Board of Governors

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF DECEMBER 16, 2025**

**ITEM:** SCP-1160, *Equal Opportunity and Nondiscrimination Philosophy*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-1160, *Equal Opportunity and Nondiscrimination Philosophy*.

**STAFF MEMBER:** Debbie C. Dingess

**BACKGROUND:**

At its meeting on October 28, 2025, the Southern West Virginia Community and Technical College Board of Governors approved the advancement of SCP-1160, *Equal Opportunity and Nondiscrimination Philosophy*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. The comment period ended on December 4, 2025. No comments were received.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant final approval of SCP-1160, *Equal Opportunity and Nondiscrimination Philosophy*, following the required 30-day comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-1160**

**SUBJECT:** Equal Opportunity and Nondiscrimination Philosophy

**REFERENCE:** West Virginia Council for Community and Technical College Education, Procedural Rule Series 40: “*Equal Opportunity*,” effective August 31, 2025 – System-wide procedural standards for equal opportunity and nondiscrimination at WV community and technical colleges; West Virginia Executive Order No. 3-25 (January 2025) – Elimination of Diversity, Equity, and Inclusion initiatives in state agencies and institutions of higher education; West Virginia Senate Bill 474 (2025 Regular Session), “*Equal Treatment by Executive Branch Agencies*” – Prohibiting the establishment or funding of DEI offices, officers, trainings, or programs in state institutions of higher education; West Virginia Code §18B-1G-4 – Annual reporting requirements for compliance with DEI prohibitions in higher education; Civil Rights Act of 1964 (Titles VI and VII) – Federal nondiscrimination protections in education and employment; Title IX of the Education Amendments of 1972 – Prohibition of sex discrimination in federally funded education programs and activities; Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 – Federal protections against disability discrimination; West Virginia Human Rights Act (WV Code §5-11-1 et seq.) – State nondiscrimination law covering employment, housing, and public accommodations.

**ORIGINATION:** August 20, 1998

**EFFECTIVE:** December 16, 2025

**REVIEWED:** September 12, 2025

### **SECTION 1. PURPOSE**

- 1.1 To communicate Southern West Virginia Community and Technical College’s commitment to equal opportunity, nondiscrimination, and compliance with federal and state law, including Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, the Civil Rights Act of 1964, and applicable provisions of West Virginia Code. This policy replaces prior “Diversity, Equity, and Inclusion” frameworks to ensure compliance with West Virginia law, including Executive Order No. 3-25 (January 2025) and Senate Bill 474 (2025 Regular Session)

### **SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy applies to all programs, processes, employees, departments, units, committees, councils, and boards associated with Southern West Virginia Community and Technical College.
- 2.2 Nothing in this policy restricts academic freedom, federally mandated nondiscrimination practices, student organizations, or services required by federal or state law.

### **SECTION 3. DEFINITIONS**

- 3.1 Equal Opportunity – Ensuring that all individuals are treated fairly and without unlawful discrimination on the basis of race, color, national origin, sex, disability, religion, age, veteran status, or other status protected by federal and state law.

- 3.2 Nondiscrimination – Compliance with applicable federal and state laws that prohibit discrimination, including but not limited to Title IX, ADA, Section 504, Title VI, Title VII, and the West Virginia Human Rights Act.
- 3.3 Academic Freedom – The right of faculty and students to engage in research, scholarship, and classroom discussion consistent with institutional mission and applicable law.

#### **SECTION 4. POLICY**

- 4.1 Southern believes that community colleges provide access to a broad spectrum of quality educational opportunities and life experiences. The College values equal opportunity as an enhancement of those experiences in its classrooms, administrative offices, and board rooms. Southern affirms its commitment to equal opportunity and nondiscrimination in all educational programs, admissions, hiring, and employment practices, consistent with state and federal law.
- 4.2 Southern is committed to fostering the advancement of community colleges, in part, by applying principles of equal opportunity and nondiscrimination within its organizations and promoting those values throughout the institution. Southern will foster an environment that honors, respects, and embraces the variety of its students; will create and maintain educational environments that are safe, respectful, and responsive; and that will allow the students to attain their highest potential. Southern prohibits unlawful discrimination and harassment in any form. Complaints of discrimination or harassment shall be addressed under the College's Equal Opportunity, Harassment, and Nondiscrimination Policy (SAA-2000-C1-2021).
- 4.3 As a reflection of Southern's commitment to excellence in student success and leadership development, it strives to promote fairness in its own policies and practices. Southern does not operate or fund offices, staff positions, trainings, or initiatives primarily focused on "diversity, equity, and inclusion" (DEI) as defined by W. Va. Code §18B-1G-2.
- 4.4 The College prohibits discrimination or harassment in recruitment, employment, promotion, transfer, training, compensation, benefits, discipline, layoffs, termination, and working conditions, on the basis of race, color, religion, national origin, sex, age, disability, veteran or military status, genetic information, and any other status protected by law.

#### **SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 None

#### **SECTION 6. GENERAL PROVISIONS**

- 6.1 Southern strongly endorses the continued use of admissions guidelines and employment practices that promote equal opportunity and nondiscrimination in community colleges. Southern will pursue standards and guidelines which allow it to fulfill its mission and vision. The students we educate will help provide tomorrow's leaders, and their college experience must demonstrate the richness and substance of our multi-cultural and global environment. The college environment should promote understanding and appreciation of others, while encouraging students to grow as individuals. Southern shall annually report compliance with W. Va. Code §18B-1G-4 to the Chancellor of the Community and Technical College System, including confirmation that the College does not operate prohibited DEI offices, officers, trainings, or programs.
- 6.2 Southern reaffirms its commitment to equal opportunity and nondiscrimination. In accordance with this philosophy, Southern strives to continually evaluate its hiring, admissions, and financial aid policies to ensure equal access and fair treatment within the institution. The College strives to ensure that the results of these evaluations conform to the concept of open access - the cornerstone of the community college

mission. Southern values a learning and working environment that respects the dignity of every individual. Equal access and fair treatment shall be ensured through compliance with federal and state nondiscrimination laws.

- 6.3 Southern recognizes the importance of teaching the skills that allow our students to participate effectively in a democratic society, while maintaining compliance with federal and state nondiscrimination requirements.
- 6.4 Southern condemns all forms of unlawful discrimination, harassment, and violence, including acts motivated by bias, consistent with federal and criminal statutes.
- 6.5 The institution accepts primary responsibility for developing, implementing, and monitoring equal opportunity policies consistent with the West Virginia Council for Community and Technical College Education Procedural Rule Series 40 and applicable federal and state laws. These efforts shall be integrated into institutional performance goals.
- 6.6 Where applicable, the President or designee shall establish realistic goals and timetables to advance equal opportunity in employment practices and include progress metrics in institutional planning.

## **SECTION 7. RESPONSIBILITIES**

- 7.1 All employees, supervisors, committees, councils, and boards making recommendations or decisions for the institution are responsible for ensuring compliance with this Equal Opportunity and Nondiscrimination Philosophy.
- 7.2 The President or designee shall oversee annual reporting requirements to the State and ensuring ongoing compliance with state and federal law.

## **SECTION 8. CANCELLATION**

- 8.1 None.

## **SECTION 9. REVIEW STATEMENT**

- 9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

## **SECTION 10. SIGNATURES**

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**Board of Governors Chair** **Date**

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**President** **Date**

<b>Attachments:</b>	None.
<b>Distribution:</b>	Board of Governors (12 members) www.southernwv.edu
<b>Revision Notes:</b>	<p>September 2000 – Reformatted policy to the MAP system.</p> <p>August 2010 – Revised to reflect current AACC Position Statement on Inclusion.</p> <p>July 2015 – Policy reviewed for accuracy and no modifications are needed.</p> <p>July 2020 – Revised to include the AACC and ACCT Joint Statement of Commitment to Equity, Diversity, and Excellence in Student Success and Leadership Development.</p> <p>September 2025 – Revised to ensure compliance with West Virginia Council for Community and Technical College Education, Procedural Rule Series 40: “Equal Opportunity,” effective August 31, 2025 – System-wide procedural standards for equal opportunity and nondiscrimination at WV community and technical colleges; West Virginia Executive Order No. 3-25 (January 2025); Senate Bill 474 (2025 Regular Session); and West Virginia Code §18B-1G-4. All references to “Diversity, Equity, and Inclusion” programs, offices, staff, and training were removed. The policy was reframed to emphasize equal opportunity, nondiscrimination, and compliance with federal laws (Title IX, ADA, Civil Rights Act) and state laws. Added provisions clarifying annual reporting requirements, academic freedom, and permitted exceptions under WV law.</p>



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF DECEMBER 16, 2025**

**ITEM:** SCP-3670, *Public School Service Program*; and  
SCP-3670.A, *Public School Service Form*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-3670, *Public School Service Program*; and SCP-3670.A, *Public School Service Form*.

**STAFF MEMBER:** Debbie C. Dingess

**BACKGROUND:**

At its meeting on October 28, 2025, the Southern West Virginia Community and Technical College Board of Governors approved the advancement of SCP-3670, *Public School Service Program*; and SCP-3670.A, *Public School Service Form*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. The comment period ended on December 4, 2025. No comments were received.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant final approval of SCP-3670, *Public School Service Program*; and SCP-3670.A, *Public School Service Form*, following the required 30-day comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-3670**

**SUBJECT:** Public School Service Program

**REFERENCE:** West Virginia Code §18B-2A-5; SIP-3670, *Public School Service Program*

**ORIGINATION:** September 20, 2005

**EFFECTIVE:** December 16, 2025

**REVIEWED:** September 12, 2025

**SECTION 1. PURPOSE**

- 1.1 This policy provides eligible students who volunteer in public schools in certain capacities an opportunity to earn college credit at Southern West Virginia Community and Technical College.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy applies to students who are enrolled at Southern West Virginia Community and Technical College.

**SECTION 3. DEFINITIONS**

- 3.1 Public schools are defined as tuition free schools in the United States supported by taxes and controlled by a school board.

**SECTION 4. POLICY**

- 4.1 In compliance with West Virginia Code §18B-2A-5 regarding public school service programs, Southern West Virginia Community and Technical College shall ensure that students are awarded credit toward graduation commensurate with credit hour equivalency for verifiable documented hours of service upon submission of eligible requests for service performed in the public schools as tutors, student advisors, and mentors to instill in public school students the benefits of postsecondary education attainment.
- 4.2 The institution shall not be responsible for placement of students in a public school for the purpose of performing service and receiving credit under this policy.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 Service must have been performed while enrolled in a postsecondary program and within the last 24 months. Documentation must be obtained from the school district by the student.
- 5.2 Service performed as a program requirement is not eligible for credit for public school service.

## SECTION 6. GENERAL PROVISIONS

- 6.1 Students will be granted one hour of credit for each 30 hours of documented service up to a maximum of three (3) credit hours.

## SECTION 7. RESPONSIBILITIES

- 7.1 The Chief Academic Officer shall develop procedures describing the method for awarding credit earned under this policy.

## SECTION 8. CANCELLATION

- 8.1 None.

## SECTION 9. REVIEW STATEMENT

- 9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

## SECTION 10. SIGNATURES

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**Board of Governors Chair** **Date**

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**President** **Date**

**Attachments:** SCP-3670.A, *Public School Service Form*

**Distribution:** Board of Governors (12 members)  
www.southernwv.edu

**Revision Notes:** January 2011 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined.

October 2015 - Revisions provide clarity and transfer the process by which credit is awarded to an Academic Affairs Unit Southern Institutional Procedure (SIP).

August 2020 - Revisions reflect the current organizational structure and provide clarity of responsibility, updated 4.1 to include language from WV State Code §18B-2A-5, and added SIP-3670, *Public School Service Program*, as a reference.

September 2025 - Revisions provide clarity concerning requirements for obtaining documentation for credit award requests.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-3670.A, Public School Service Form**

**Request for Credit, EL 101**

Student Name \_\_\_\_\_ Student Number (S#) \_\_\_\_\_

Number of Credits Requested \_\_\_\_\_

Name of Elementary, Middle, or High School \_\_\_\_\_

Types of Volunteer Activities (Examples include tutoring, mentoring, advising)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Hours Spent in Public School Service \_\_\_\_\_ Dates of Service \_\_\_\_\_

Grade Level \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

Verified by: \_\_\_\_\_  
Southern Representative Date

Supervisor's Recommendation  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Credit Hours Granted: \_\_\_\_\_ Recommended by: \_\_\_\_\_  
Academic Dean Date

Approved by: \_\_\_\_\_  
Chief Academic Officer Date

Fee paid: \_\_\_\_\_ Received by: \_\_\_\_\_  
Business Office Representative Date

Recorded by: \_\_\_\_\_  
Registrar Date

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF DECEMBER 16, 2025**

**ITEM:** SCP-1200, *Social Media Policy*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-1200, *Social Media Policy*.

**STAFF MEMBER:** Debbie C. Dingess

**BACKGROUND:**

At its meeting on October 28, 2025, the Southern West Virginia Community and Technical College Board of Governors approved the advancement of SCP-1200, *Social Media Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period. The comment period ended on December 4, 2025. No comments were received.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant final approval of SCP-1200, *Social Media Policy*, following the additional 30-day comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-1200**

**SUBJECT:** Social Media Policy

**REFERENCE:** W. Va. Code § 61-3C-14A; W. Va. Code § 6B-1-1 et seq (*WV Governmental Ethics Act*); W. Va. Code § 6-9A-1 et seq. (*Open Governmental Proceedings Act*); FERPA, 20 U.S.C. § 1232g; National Labor Relations Act; U.S. Constitution, First Amendment; 135, C.S.R. 9 (*Academic Freedom, Professional Responsibility, Promotion and Tenure*)

**ORIGINATION:** April 11, 2025

**EFFECTIVE:** December 16, 2025

**REVIEWED:**

### **SECTION 1. PURPOSE**

- 1.1. Southern West Virginia Community and Technical College (“the College”) recognizes and supports the official use of social media as a valuable tool for engaging with audiences across our service district, including current and prospective students, employees, customers, visitors, board members, and other stakeholders. This policy affirms the expectation that all employees and affiliated individuals uphold standards of conduct that are safe, lawful, ethical, and consistent with the mission and values of the College.
- 1.2. Given that social media can often blur the distinction between personal expression and the voice of the institution, the College has established this policy to provide clear guidance for the appropriate use of social media platforms. These guidelines are also intended to assist College employees, students, board members, and other constituents who reference their affiliation with the College on personal social media profiles, helping them navigate the balance between personal expression and institutional representation, while respecting constitutional protections of free speech and academic freedom.

### **SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy affirms the College’s expectation that employees, students, volunteers, and board members uphold behavior on social media that is safe, legal, ethical, and aligned with the mission and values of the College. These standards are intended to protect both individual personal and professional reputations, as well as the reputation of the College as a respected institution of higher education.
- 2.2 The College values open expression and encourages the use of social media by its administration, faculty, staff, board members, and students to support and enhance student learning. While upholding the right to free speech and individual expression, the College also emphasizes the importance of maintaining professionalism and protecting one’s professional reputation in all social media interactions. Nothing in this policy shall be construed to limit constitutionally protected speech, academic freedom, or rights guaranteed under state or federal laws, including the National Labor Relations Act.

### **SECTION 3. DEFINITIONS**

- 3.1 Social Media – Any media for online publication and commentary, including, but without limitation, all blogs, wiki’s, memes, and social networking sites such as X (formally known as Twitter), Facebook, Instagram, TikTok, YouTube, Flickr, LinkedIn, and Snapchat.

### 3.2 Social Media Administrator – Director of Communications.

## **SECTION 4. POLICY**

- 4.1 The College is deeply committed to higher education and to meeting the needs of its students and community each day. It values open communication and the right to free speech, and encourages employees, students, volunteers, and board members to share their experiences and enthusiasm for the College through personal social media, blogs, and online discussions. Social media provides powerful opportunities to exchange ideas and connect with others.
- 4.2 As technology continues to evolve, these guidelines will be regularly reviewed, updated, and revised as needed. The College has established these guidelines to help the College community navigate the safe, legal, and ethical use of social media.
- 4.3 The improper use of social media is strictly prohibited. Such misuse may include, but is not limited to, the following:
  - 4.3.1 Inciting violence or actions that disturb the peace; posting content that unlawfully threatens or harasses others, or otherwise violates federal, state, or local law.
  - 4.3.2 Disclosing confidential information without authorization, including protected educational records under FERPA, protected health information (where applicable), personnel records, personal financial details, or sensitive research data.
  - 4.3.3 Engaging in unlawful harassment or threats that materially disrupt College operations.
  - 4.3.4 Making statements that constitute unlawful defamation or violate confidentiality agreements.
  - 4.3.5 Hindering an employee's ability to perform official duties through misuse of official College social media accounts.
  - 4.3.6 Intentionally interfering with the College's operations and its ability to provide services efficiently.
- 4.4 Any violation of this policy may be subject to disciplinary action, consistent with due process requirements under applicable law and College policies.

## **SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 None.

## **SECTION 6. GENERAL PROVISIONS**

- 6.1 None.

## **SECTION 7. RESPONSIBILITIES AND PROCEDURES**

- 7.1 Posts on Behalf of the College:
  - 7.1.1 Authorization from the Director of Communications is required before posting content on any official College social media platform.
  - 7.1.2 All social media accounts established on behalf of the College must be linked through the Director of Communications and must not be connected to personal email accounts.

- 7.1.3 Each College-affiliated social media account must have administrative access shared by more than one employee. If a platform requires an individual user account, a dedicated account shall be created for this purpose. Employees must not be asked, permitted, or required to use personal accounts for College-related responsibilities. Administrative access will be revoked upon an employee's resignation or termination. All social media accounts created for the College are the property of the institution; administrators hold no ownership rights.
- 7.1.4 Posts made on behalf of the College must clearly identify the individual as an official representative.
- 7.1.5 The College's official logos—including vertical, horizontal, and the Southern "S"—may not be used without prior approval. Approved logo files can be obtained by contacting the Director of Communications.
- 7.1.6 All content posted on behalf of the College should support its mission and uphold its reputation.
- 7.1.7 Refrain from engaging in any activity on social media that could result in actual or perceived conflicts of interest or commitment.
- 7.1.8 Questions or comments received through the College's social media platforms must be addressed in a timely manner. The Director of Communications will determine who is authorized to respond and whether prior approval is required.
- 7.1.9 The College encourages employees, volunteers, students, and board members to use social media in ways that reflect professionally on the institution, its students, and its mission. At the same time, the College recognizes and respects employees' rights to free speech and academic freedom. Personal views must remain separate from official College communications. Any personal opinions expressed—whether on institutional or personal social media accounts—must clearly state that they do not represent the views of the College.
- 7.1.10 Internal College information, such as campus closures, class changes, or schedule adjustments, may not be posted before it has been officially announced.
- 7.1.11 Confidential information concerning the College, its leadership, faculty, staff, board members, or students must never be disclosed on social media platforms.
- 7.2 Posts Using Best Practices on Social Media:
  - 7.2.1 Always provide identification and clarify that any personal views expressed are individual opinions and do not represent the views of the College. When discussing College business, a disclaimer must be included.
  - 7.2.2 Impersonating another person is strictly prohibited. Authorized investigative tools may be employed to identify the authors of anonymous posts, when necessary, to investigate unlawful activity.
  - 7.2.3 Harassing, intimidating, or dishonest comments toward others or their posts must be avoided. Respectful communication is required at all times. Nothing herein shall be interpreted to prohibit lawful criticism or debate.
  - 7.2.4 Online interactions should be conducted with respect. Even personal posts may impact the College's reputation due to the association with it; however, lawful expression of personal opinions is protected.



- 7.2.5 Legal liability may arise from content posted online, particularly if the material is proprietary, defamatory, libelous, or obscene.
- 7.2.6 Thoughtful engagement on social media platforms is encouraged, with careful consideration given to the audience.
- 7.2.7 College e-mail remains an official method of communication for the College. However, communication through social media platforms shall not be considered official or binding in any capacity.
- 7.2.8 Responsible participation in online communities is expected.
- 7.2.9 Professionalism and courtesy must be maintained online. Employees, volunteers, students, and board members are encouraged to reflect positively on the College while exercising their rights to free expression and academic freedom.

## SECTION 8. CANCELLATION

- 8.1 None.

## SECTION 9. REVIEW STATEMENT

- 9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

## SECTION 10. SIGNATURES

_____ <b>Board of Governors Chair</b>	_____ <b>Date</b>
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_____ <b>President</b>	_____ <b>Date</b>
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**Attachments:** None.

**Distribution:** Board of Governors (12 members)  
[www.southernwv.edu](http://www.southernwv.edu)

**Revision Notes:** April 11, 2025 – Originated.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF DECEMBER 16, 2025**

**ITEM:** SCP-1375, *Reports of Accidents or Incidents and Clery Act Reporting*; SCP-1375.A, *Clery Report Form*; SCP-1375.B, *Accident/Incident Report Form*; and SCP-1375.C, *Monthly Report of Accidents/ Incidents*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-1375, *Reports of Accidents or Incidents and Clery Act Reporting*; SCP-1375.A, *Clery Report Form*; SCP-1375.B, *Accident/Incident Report Form*; and SCP-1375.C, *Monthly Report of Accidents/ Incidents*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**STAFF MEMBER:** Debbie C. Dingess

**BACKGROUND:**

SCP-1375, *Reports of Accidents or Incidents and Clery Act Reporting*; SCP-1375.A, *Clery Report Form*; SCP-1375.B, *Accident/Incident Report Form*; and SCP-1375.C, *Monthly Report of Accidents/Incidents*, were revised to bring into compliance with Clery Act Reporting, along with the WV Workers' Compensation Act, and the WV Occupational Safety and Health Act.

The policy was reviewed by the Policies and Procedures Committee at their meeting on November 7, 2025. Subsequently, at its meeting on November 19, 2025, the President's Cabinet approved the advancement of SCP-1375, *Reports of Accidents or Incidents and Clery Act Reporting*; SCP-1375.A, *Clery Report Form*; SCP-1375.B, *Accident/Incident Report Form*; and SCP-1375.C, *Monthly Report of Accidents/Incidents*, to the Southern West Virginia Community and Technical College Board of Governors.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant approval of SCP-1375, *Reports of Accidents or Incidents and Clery Act Reporting*; SCP-1375.A, *Clery Report Form*; SCP-1375.B, *Accident/Incident Report Form*; and SCP-1375.C, *Monthly Report of Accidents/Incidents*, for advancement to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL  
COLLEGE BOARD OF GOVERNORS  
SCP-1375**

**SUBJECT:** Reports of Accidents ~~/or~~ Incidents and Clery Act Reporting

**REFERENCE:** The West Virginia Workers' Compensation Act, W. Va. Code § 23-1-1, et seq.; the West Virginia Occupational Safety and Health Act, W. Va. Code § 21-3A-1, et seq. and its implementing legislative rule, 42 C.S.R. 15; and the federal Clery Act, 20 USC § 1092(f)

**ORIGINATION:** January 28, 1991

**EFFECTIVE:** ~~November 20, 2020~~

**REVIEWED:** ~~June 4, 2020 September 8, 2023~~ November 7, 2025

## **SECTION 1. PURPOSE**

- 1.1 The purpose of this policy is to establish a system procedure for reporting all accidents /or incidents occurring on any college campus or off-campus location of Southern West Virginia Community and Technical College resulting in personal injury or illness or property damage for record keeping and accident investigation purposes and crime reporting for the purposes of the Clery Act. Accident investigations are necessary to identify causation and to help identify deficiencies in the environment and implement any necessary corrective actions.

## **SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy applies to all operational units of Southern West Virginia Community and Technical College ("College").

## **SECTION 3. DEFINITIONS**

- 3.1 ~~An Accident is defined as any – An~~ unforeseen, unplanned event or circumstance resulting in personal injury and/or property damage.
- 3.2 ~~An Incident is defined as any – direct or indirect action taken by an individual or group that results in a violation of a law or college policy~~ A situation where an employee becomes aware of a potential workplace hazard or where an accident occurs without injury or property damage or any other situation where remedial action might prevent future accidents, personal injury, or property damage.
- 3.3 Clery Act Crimes – Crimes designated as reportable by the federal Clery Act. Please see, Section 7 below for additional definitions and detailed requirements regarding Clery Act reporting.

## **SECTION 4. POLICY**

- 4.1 Security and safety at Southern West Virginia Community and Technical College are everyone's responsibility. The College will monitor security and safety measures ~~will be monitored~~ to ensure

that all employees and visitors are in a safe environment. College management will update~~upgrade~~ processes as required to ensure maximum protection within available resources.

- 4.2 The College is committed to maintaining a safe and secure environment for its faculty, staff, students, and visitors. The College has established requirements in this policy to assist in complying with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998” (commonly referred to as the “Clery Act”).
- 4.3 To maintain a safe and secure environment for its employees, students, and visitors and as a recipient of federal financial aid, the College will comply with the provisions of the Clery Act. The Clery Act requires the College to report specified crime statistics on and near its campuses and to provide other safety and crime information to the campus community.
- 4.4 Interpretation of the Clery Act is regularly refined by guidance from the U.S. Department of Education. Therefore, this policy provides guidance to maximize the College’s efforts to comply with the Clery Act. When, in the judgment of the Clery Act Compliance Coordinator (the ~~Director of Public Safety~~ Chief Facilities Management Officer (CFMO), the College is required to deviate from this policy to satisfy new guidance, the Coordinator is empowered, with the approval of the President or the President’s designee, to issue a modified draft policy for the College to follow pending approval of revisions to this policy.
- 4.5 Individuals submitting reports in accordance with this policy are required to follow all other reporting procedures set forth in other College policies, employee handbooks, and/or student handbooks.

## **SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 The administration of Southern West Virginia Community and Technical College is aware of the need for, and continually strives to provide a safe and secure environment for, its employees, students, and property. This requires the cooperation of all employees in accurately reporting all accidents~~/~~ and incidents. The timeliness of reporting this information is essential to meaningful investigations and maximum recovery of damaged, lost, or stolen property.
- 5.2 ~~To better assess the status of security and assignment of personnel to achieve maximum security on each location, a report of all accidents /incidents will be made monthly by the Director of Campus Operations Executive Director of Campus and Community Relations, and/or Director of Safety and Campus Operations with the original report going to the Director of Facilities and Campus Operations Chief Facilities Management Officer.~~

## **SECTION 6. GENERAL PROVISIONS - REPORTING AND INVESTIGATING ACCIDENTS AND INCIDENTS**

- 6.1 ~~None.~~ The first step after any accident is to immediately obtain medical assistance for injured parties. It is the responsibility of all members of the College community to take appropriate action to help ensure a safe and healthy environment. In addition to ~~Calling~~ 911, if emergency assistance is needed, contact the Chief Facilities Management Officer (CFMO) or designee. Examples of accidents that must be reported include, but are not limited to:

6.1.1 Any injury to a College employee;

- 6.1.2 Any injury to a guest or other visitor to the campus;
- 6.1.3 Any injury to a student, including but not limited to injuries occurring in a lab, workshop, classroom, or otherwise on campus;
- 6.1.4 Any motor vehicle accident on or off campus resulting in personal injury or property damage and involving College personnel or students participating in a College activity and/or operating College vehicles; and
- 6.1.5 Any other instance of property damage or the theft or disappearance of College property.
- 6.2 The ~~directors of each campus~~ (“~~Campus Director(s)~~”)CFMO or designee will investigate all reported accidents and incidents ~~at their respective campus~~ to determine what occurred, what witnesses there were to the occurrence, and if any action is required to remediate an unsafe condition on the campus. While the ~~Campus Directors~~CFMO will monitor all work-related accidents or incidents, all College supervisors and managers are responsible for seeing that the College’s policies and procedures are followed.
- 6.3 An employee (unless incapacitated, in which case a person with knowledge of the event) must report to the employee’s immediate supervisor, the ~~Campus Director~~CFMO, and Human Resources ~~within one working day~~ immediately any work-related accident that results in employee injury. The injured employee or the person with knowledge of the event must submit a completed accident report form to the injured employee’s immediate supervisor, the ~~Campus Director~~CFMO and Human Resources ~~within two working days~~ immediately.- Human Resources may assist the injured employee in filing a claim for Workers’ Compensation.
  - 6.3.1 For medical treatment other than an emergency, the injured employee may seek treatment with a physician of his or her choice. The injured employee must notify his or her immediate supervisor and Human Resources of the identity of the treating physician so that arrangements can be made regarding a return-to-work plan.
  - 6.3.2 Should the injured employee’s treating physician restrict the employee from regular duty because of an on-the-job injury or illness, the employee must immediately provide to his or her immediate supervisor and Human Resources documentation from the treating physician outlining any restrictions. Wherever possible, the College will attempt to accommodate the restrictions by providing appropriate modified or alternative work for the employee while he or she is unable to perform normal duties.
- 6.4 An employee must report any incident or work-related accident not resulting in injury to his or her immediate supervisor by submitting the accident report form ~~within two working days~~ immediately of the incident.
  - 6.4.1 Supervisors shall investigate each reported work-related accident or incident and document all relevant information in the accident report form. The supervisors shall make a report to the ~~Campus Director~~CFMO or ~~his or her designee~~and Human Resources within five working days, documenting the investigation and findings. ~~The Campus Director or his or her designee will provide a copy to the Chief Facilities Management Officer and Human Resources if the employee has been injured.~~ In instances where Human Resources needs additional information to determine the College’s response to a Workers’ Compensation claim, Human Resources may conduct additional investigation of the event.

6.4.2 The ~~Campus Directors~~ CFMO or his or her designee shall investigate all reported incidents to determine if there are actions the College should take to eliminate the risk of such incidents in the future.

## 6.5 Workers' Compensation Responsibilities

6.5.1 Once WorkForce West Virginia approves an employee's claim, it pays all medical and hospital bills related to the compensable injury; PEIA does not pay such bills.

6.5.2 If an employee is hospitalized or unable to work for more than three consecutive days as a result of a work-related injury or illness, such employee may receive temporary total disability (TTD) payments. If the injury or illness results in a permanent impairment, WorkForce West Virginia may award permanent partial disability (PPD) benefits.

6.5.3 An employee approved for TTD but electing to use sick leave instead of TTD benefits will receive payment of sick leave until that leave is exhausted. After that, the employee will receive TTD payments.

6.5.4 If an employee has an on-the-job injury or illness that prevents returning to his or her pre-injury job, the employee may be eligible for vocational rehabilitation through WorkForce West Virginia.

6.5.5 If an on-the-job injury or illness results in death, WorkForce West Virginia may pay a benefit to the employee's dependents.

6.5.6 Workers' Compensation fraud is a felony. Any person who files or contributes to the filing of a false claim is committing a crime punishable by a prison sentence and/or fine. The College will report suspected Workers' Compensation fraud to the proper authorities.

6.6 Faculty, staff, or students assigned responsibility for a College-sponsored activity shall report all accidents or incidents to the ~~Director of Public Safety~~CFMO and the ~~Director of Facilities~~ by telephone and by using the accident report form—immediately. Employees attending events who witness accidents are required to report the accident to the individual in charge of the event. Employees who witness accidents on any College campus, including parking lots, shall report the accident to public safety by telephone and by using the required formthe CFMO immediately. If the accident involves a dual enrollment or other high school student, the reporter shall also notify the ~~Director~~Coordinator of Educational Outreach of the accident as soon as possible.

6.7 By the 15th of each month, the Chief Facilities Management Officer or his or her designee shall prepare and submit to the President's ~~Cabinet~~ the *Monthly Report of Accidents/Incidents* (SCP-1375.C) regarding all accidents or incidents occurring on campus during the prior month.

6.8 The Chief Facilities Management Officer will utilize the *Monthly Report of Accidents/Incidents* (SCP-1375.C) to:

6.8.1 Advise the President and President's ~~Council~~cabinet;

6.8.2 Make recommendations for assignment to high-risk areas; and

6.8.3 Develop and implement security techniques to avoid potential problems.

## SECTION 7. RESPONSIBILITIES CLERY ACT REPORTING

- 7.1 — Any employee or operating unit of the College involved in or witnessing an accident/incident at any Southern location will immediately contact and provide all pertinent information to the Director of Campus Operations Executive Director of Campus and Community Relations and/or Director of Safety and Campus Operations and/or Director of Facilities and Campus Operation Chief Facilities Management Officers (the “Campus Administrators”).
- 7.2 — The Director of Campus Operations Executive Director of Campus and Community Relations and/or Director of Safety and Campus Operations or the appropriate employee will investigate and make required reports on the reported accident/incident.
- 7.1.17.2.1 In the event of serious injury or illness, the Campus Administrators will investigate the situation to determine its seriousness. If the injury or illness involves a student in the Early College Academy (ECA), the Director of Educational Outreach will be notified of the injury as soon as possible.
- 7.1.27.2.2 If the injury or illness appears to require urgent care, the person assisting should contact 911 and notify Human Resources if the injured person is an employee and/or Student Services if the injured person is a student. (Human Resources keeps emergency contacts for employees and Student Services keeps emergency contacts for students).
- 7.27.2.3 The person assisting should remain in charge until the injured/sick person is placed in the care of a qualified healthcare provider.
- 7.3 — The Director of Campus Operations Executive Director of Campus and Community Relations and/or Director of Safety and Campus Operations will prepare and submit daily to the Director of Facilities and Campus Operations Chief Facilities Management Officer, and/or the Title IX Coordinator, and/or the Clery Coordinator, and/or Human Resources Administrator, as appropriate, the Clery/Safety Report Form (1375.A) or a report of any accidents/incidents (1375.B) as appropriate. For any major accidents/incidents, the Director of Campus Operations Chief Facilities Management Officer will notify the President.
- 7.4 — By the 15<sup>th</sup> of each month, the Director of Campus Operations Executive Director of Campus and Community Relations and/or Director of Safety and Campus Operations will prepare and submit to the Director of Facilities and Campus Operations Chief Facilities Management Officer a Monthly Report of Accidents/Incidents (SCP-1375.C) covering all accidents/incidents occurring on campus during the prior month.
- 7.5 — The Director of Facilities and Campus Operations Chief Facilities Management Officer will utilize the Monthly Reports of Accidents/Incidents to:
- 7.5.1 — Advise the President.
- 7.5.2 — Make recommendations for assignment to high-risk areas.
- 7.5.3 — Develop and implement security techniques to avoid potential problems.
- 7.5.4 — Prepare security statistics for Southern West Virginia Community and Technical College for the U.S. Department of Education.



- 7.1 **Annual Security Report (ASR).** – By October 1 each year, the College will publish an ASR documenting three calendar years of Clery crime statistics, security policies and procedures, descriptions of emergency response and evacuation procedures, sex offender information, information on the basic rights guaranteed to victims of sexual assault, and any other information required by the Clery Act. All crime statistics must be provided to the U.S. Department of Education. The College shall make the report available to all current faculty, staff, and students. In addition, the College must notify all prospective faculty, staff, and students of the ASR's existence and provide a copy upon request. Paper copies of the report will be available upon request from the College. In addition, the College will publish an online link to the ASR.
- 7.2 **Campus Security Authorities (CSAs).** – Individuals at the College who, because of their function, have an obligation under the Clery Act to notify the Office of Clery Act Compliance of potential Clery Crimes that are reported to them, or potential Clery Crimes that they may personally witness. These individuals are designated as Campus Security Authorities based on their position or due to official job duties, ad hoc responsibilities, or volunteer engagements. The obligation to report potential Clery Act crimes observed by them, or reported to them by other individuals, is based on the report itself, without regard to whether the report has been investigated, substantiated, is plausible, or derives from a confidential source of information. The College will identify positions that meet the definition of a CSA on an ongoing basis and notify individuals in these roles of their obligations under the Clery Act to report any and all Clery Act Crimes that they witness, or are reported to them, which may have occurred in a Clery reportable location. The College will provide training to all CSAs on their responsibilities and reporting requirements under the Clery Act on a regular basis. Examples of CSAs include, but are not limited to, academic advisors, faculty advisors to student organizations, police and security personnel, student services employees, and Title IX Coordinator. The Clery Act Compliance Coordinator (~~Director of Public Safety~~Chief Facilities Management Officer) is responsible for compiling the College's ASR and maintaining the Daily Crime Log.
- 7.3 **Reporting.** – Under the Clery Act, a crime is “reported” when it is brought to the attention of a CSA or local law enforcement personnel by a victim, witness, other third party, or even the offender. If a CSA receives the crime information and believes it was provided in good faith the CSA is required to submit a completed Clery Act Report Form to the ~~Director of Public Safety~~Chief Facilities Management Officer ~~with a copy to the Director of Facilities.~~ “In good faith” means there is a reasonable basis for believing that the information is not simply rumor or hearsay. The crime does not have to be investigated and no determination of guilt or innocence or responsibility has to be made as long as the reported crime is a Clery Act crime occurring on the institution's Clery Act Geography.
- 7.4 **Clery Act Crimes.** – Crimes designated as reportable under the Clery Act include: criminal homicide (murder and negligent and non-negligent manslaughter); sex offenses (rape, fondling, statutory rape, and incest); robbery; aggravated assault; burglary; motor vehicle theft; arson; hate crimes (criminal offenses that are motivated by specific types of bias); dating violence; domestic violence; stalking; and arrests or referrals for disciplinary action for any of the following: (a) liquor law violations, (b) drug law violations, and (c) carrying or possessing illegal weapons.
- 7.4.1 The College must gather and disclose hate crime statistics for all of the aforementioned reportable offenses and the following crimes by category of prejudice, including race, gender, religion, sexual orientation, ethnicity, national origin, gender identity and disability. Statistics are required for the offenses listed above in addition to the four additional categories listed below, if the crime committed is classified as a hate crime: larceny/theft, simple assault, intimidation, and destruction/damage/vandalism of property.



7.4.2 The College must also disclose if it has determined that any reportable crimes are “unfounded.”

7.5 **Clery Reportable Locations (Clery Geography)** – Property that is considered by the Clery Act to be (1) on campus, (2) public property within or immediately adjacent to campus, or (3) non-campus buildings or property that the institution owns or controls, that are frequented by students, and that are used in support of educational purposes, as well as any building or property owned or controlled by an institution-associated entity that is officially recognized by the institution. Non-campus buildings or property may also include certain College-sponsored overnight trips to locations frequently used by students, controlled by the College (e.g., a lease or rental agreement is in place), and used in support of educational purposes. –Because the College has multiple campuses, it will disclose statistics for each campus.

7.5.1 **On-campus property** is defined as:

7.5.1.1 Any building or property owned or controlled by the College within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes; and

7.5.1.2 Any building or property that is reasonably contiguous to the area identified in subdivision 7.5.1.a above, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

7.5.2 **Non-campus property** is defined as:

7.5.2.1 Any building or property owned or controlled by a student organization or other organization that is officially recognized by the institution; or

7.5.2.2 Any building or property owned or controlled by the institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

7.5.3 **Public property** is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

7.5.4 **Separate Campus** is defined as buildings and property owned or controlled by the institution that are not reasonably contiguous with the main campus, with an organized program of study and at least one administrator on site.

7.6 **Timely Warnings** – An alert the College issues to the campus community about a Clery Act Crime occurring within Clery Geography that represents a serious or continuing threat (e.g., a murder, sex offense, or robbery). Because the nature of criminal threats is often not limited to a single location, timely warnings must be issued in a manner likely to reach the entire campus community. Timely warnings will never identify the victim of the crime unless the crime would otherwise be reportable but is reported to a licensed mental health counselor or pastoral counselor in the context of a privileged (confidential) communication.

7.7 **Emergency Notification** – A notification that the College is required to issue immediately upon

confirmation of a significant emergency or dangerous situation occurring on or near campus that poses an immediate threat to the health or safety of members of the campus community. An emergency notification can include both Clery Act Crimes and other types of emergencies; *Provided*, That emergencies where issuing a notification would compromise efforts to assist a victim, contain the emergency, respond to the emergency, or mitigate the emergency are not subject to the emergency notification requirement.

7.7.1 Emergency Notifications can be prompted by a broad range of threats including, but not limited to, the following: active assailant/armed intruder; explosion; bomb threat or suspected explosive device; civil disturbance or riot; terrorist incident; fire; significant law enforcement activity; hazardous materials spill; gas leak; approaching storm or other extreme weather conditions; or outbreak of serious contagious illness (e.g., coronavirus, meningitis, norovirus).

7.7.2 Emergency events may be localized; therefore notifications may be tailored exclusively to the segment of the campus community at risk. The College is required to have emergency response and evacuation procedures in place specific to its on-campus facilities and include a summary of these procedures in the ASR. The College must test the emergency response procedures at least once annually.

7.8 **Daily Crime Log** – The College is required to maintain a daily crime log documenting the “nature, date, time and general location of each crime” reported within the last 60 days, and the disposition, if known, of the reported crimes. Incidents must be entered into the log within two business days of receiving the report. The Daily Crime Log is available during normal business hours and online. Requests for public inspection of daily crime log entries beyond 60 days must be made in writing and will be made available within two business days of the request.

## 7.9 **Clery Act Responsibilities** –

7.9.1 The **Clery Act Compliance Coordinator** is responsible for:

7.9.1.1 Monitoring the College’s compliance with the Clery Act;

7.9.1.2 Updating the requirements in this policy as necessary when the federal legislation has been amended;

7.1.9.3 Annually reviewing geographic categories for inclusion in the College’s Clery Geography;

7.1.9.4 Establishing a procedure for processing instances of short-stay away trips in order to designate a CSA to disclose any Clery Crimes reported during the trip to be included in the ASR;

7.1.9.5 Identifying those positions with CSA responsibilities and notifying those individuals;

7.1.9.6 Maintaining a list of the College’s CSAs;

7.1.9.7 Developing procedures for reporting crime statistics by CSAs;

7.1.9.8 Educating and training CSAs and personnel within the College’s Department of

Public Safety as necessary;

7.1.9.9 Publishing the ASR and disclosing statistics of Clery Crimes reported over the past three years;

7.1.9.10 Maintaining and publishing College policies as approved by the Board of Governors and procedures addressing campus security and safety;

7.1.9.11 Submitting the crime statistics to the U.S. Department of Education;

7.1.9.12 Overseeing the regular reconciliation of campus crime data amongst offices that house or may receive reports of campus crime reports, including the College's Title IX, Student Services, and Human Resources offices;

7.1.9.13 Requesting from local law enforcement Clery Act Crime reports for crimes occurring in the College's Clery Geography;

7.1.9.14 Reporting crime statistics (as specified in the Clery Act);

7.1.9.15 Providing information for the issuance of Timely Warnings or Emergency Notifications to the campus community about Clery Crimes;

7.1.9.16 Providing paper copies of the ASR upon request; and

7.1.9.17 Maintaining the daily crime log.

7.9.2 The **Ceampus Ssecurity Aauthorities** are responsible for:

7.9.2.1 Understanding the requirements of the Clery Act pertaining to reportable crimes;

7.9.2.2 Participating in training and education as determined by the Clery Act Compliance Coordinator; and

7.9.2.3 Reporting Clery crimes to the Clery Act Compliance Coordinator.

7.9.3 The **Offices of Student Services** is responsible for:

7.9.3.1 Immediately reporting any Clery Act related crime to the College's ~~Director of Safety and Campus Operations~~ Chief Facilities Management Officer for a Timely Warning consideration; and

7.9.3.2 Annually providing all conduct referral data to the Clery Act Compliance Coordinator for inclusion in the Annual Security Report.

7.9.3.3 Ensuring the availability of Clery Act-defined awareness and prevention programming for all students. Such programming will be part of the College's awareness and prevention campaign. This programming will be identified, provided, or facilitated in collaboration with campus and local subject matter experts, other evidence-based research, and outcomes assessments satisfying the Clery Act requirements and definitions;

7.9.3.4 Providing the Clery Act Compliance Coordinator with a list of advisors to campus recognized groups, clubs, and organizations and ensuring each of these advisors has completed Campus Security Authority training;

7.9.3.5 Coordinating emergency notifications to the campus community when deemed necessary and appropriate; and

7.9.3.6 Conducting an annual emergency alert exercise and testing the emergency alert system in conjunction with the exercise.

7.9.4 The **Office of Admissions** is responsible for:

7.9.4.1 Notifying and providing the on-line location of the ASR and a brief description of the report to prospective or current students; and

7.9.4.2 Providing a paper copy of the ASR upon request to a prospective or current student.

7.9.5 The **Office of Human Resources** is responsible for:

7.9.5.1 Notifying and providing to prospective faculty and staff the on-line location of the ASR and a brief description of the report;

7.9.5.2 Providing a paper copy of the ASR upon request to a prospective or current faculty or staff member;

7.9.5.3 Immediately reporting any Clery Act Crime to the Clery Act Compliance Coordinator for Timely Warning or Emergency Notification consideration; and

7.9.5.4 Annually providing all conduct referral data for Clery Act offenses to the Clery Act Compliance Coordinator for inclusion in the Annual Security Report.

7.9.6 The **Title IX Coordinator** is responsible for:

7.9.6.1 Immediately reporting any Clery Act related crime to the Clery Act Compliance Coordinator for Timely Warning or Emergency Notification consideration; and

7.9.6.2 Annually providing aggregate Clery reportable data received by the Title IX Office to the Clery Act Compliance Coordinator for inclusion in the Annual Security Report.

## **SECTION 8. CANCELLATION**

8.1 ~~None—SIP-1233, First Aid, has been rescinded and incorporated into SCP-1375, Reports of Accidents/ Incidents.~~

## **SECTION 9. REVIEW STATEMENT**

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair	Date
President	Date

**Attachments:** SCP-1375.A, *Clery/Safety Report Form*  
SCP-1375.B, *Accident/Incident Report Form*  
SCP-1375.C, *Monthly Report of Accidents/Incidents*

**Distribution:** Board of Governors  
www.southernwv.edu

**Revision Notes:** November 2008 – Revisions reflect changes in procedure requirements. Revisions provide clarity and reflect changes in management responsibilities. This policy was reformatted using the latest policy template.

November 2015 – Revisions reflect changes in titles and management responsibilities. Form 1375.A, *Accident/Incident Report Form*, was revised to comply with Clery Act requirements.

June 2020 – Revisions were made to the forms, and the forms were renumbered. The Clery Report form was added as attachment SCP-1375 A. This addition changed the Accident/Incident Report Form to SCP-1375.B and moved the Monthly Report of Accidents/Incidents to SCP-1375.C.

July 2020 – Revisions were made to reflect changes in titles and management responsibilities due to reorganization.

~~September 2023~~ November 2025 – Changes to titles in the documentation. No changes were made in the attached forms, as they were changed just over a year ago. Revised to include new Section 7 for Clery Act Reporting. Procedures for assessing and administering care to an injured or sick person from SIP-1233, First Aid, has been incorporated into this policy since the procedure for first aid was recently rescinded.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-1375.A**

**Clery/~~Safety~~ Report Form**

**Date of Accident/Incident/Complaint**

Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Time: \_\_\_\_\_ AM or PM

**Location of Accident/Incident/Complaint**

Campus: \_\_\_\_\_ Building: \_\_\_\_\_ Room: \_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_

**Event Type:**

Criminal Offenses:

— Murder                      — Non-negligent Manslaughter                      — Robbery  
— Aggravated Assault                      — Burglary                      — Motor Vehicle Theft  
— Arson

Sex Offenses:

Foreible                      Non-forcible  
— Forcible Sodomy                      — Incest  
— Sexual Assault With an Object                      — Statutory Rape  
— Forcible Fondling

<u>Criminal Offenses</u>	<u>Hate Crimes</u>	<u>VAWA Offenses</u>
<u>○ Criminal Homicide</u>	<u>○ Larceny-Theft</u>	<u>○ Domestic Violence</u>
<u>○ Sexual Assault</u>	<u>○ Simple Assault</u>	<u>○ Dating Violence</u>
<u>○ Robbery</u>	<u>○ Intimidation</u>	<u>○ Stalking</u>
<u>○ Aggravated Assault</u>	<u>○ Destruction/Damage/Vandalism of Property</u>	<u>Arrests &amp; Referrals for Disciplinary Action</u>
<u>○ Burglary</u>		<u>○ Weapons Law Violations</u>
<u>○ Motor Vehicle Theft</u>		<u>○ Drug Abuse Violations</u>
<u>○ Arson</u>		<u>○ Liquor Law Violations</u>

**Other:** \_\_\_\_\_

**Narrative** (attach additional sheets if necessary)

**Victim/~~Compliant~~ Complainant Information**

Name: \_\_\_\_\_ College- ID Number: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Student \_\_\_ Visitor \_\_\_ Faculty \_\_\_ Staff \_\_\_ Other: \_\_\_\_\_

**Respondent/Person in Potential Violation**

Name: \_\_\_\_\_ College -ID Number: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Student \_\_\_ Visitor \_\_\_ Faculty-\_\_\_ Staff \_\_\_ Other: \_\_\_\_\_

**Additional Information**Emergency Personnel Called? ☐ Yes ☐ No If yes, who? \_\_\_\_\_Transported to Medical Facility? ☐ Yes ☐ No If yes, By Whom: \_\_\_\_\_~~Did they refuse treatment?~~ ☐ Yes ☐ No

Police Report #: \_\_\_\_\_

Arrest Made: ☐ Yes ☐ No

Date of Report- \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-1375.B**

**Accident/Incident Report Form**

**Date of Accident/Incident/Complaint**

Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Time: \_\_\_\_\_ AM or PM

**Location of Accident/Incident/Complaint**

Campus: \_\_\_\_\_ Building: \_\_\_\_\_ Room: \_\_\_\_\_ Other: \_\_\_\_\_

Interior / Exterior      Hallway/Sidewalk/Parking Lot

**Event Type:**    \_\_\_ Accident    \_\_\_ Incident    \_\_\_ Health Issue    \_\_\_ Other

**Other: (explain)** \_\_\_\_\_

**Narrative:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(attach additional sheets if necessary)

**Victim/Complainant or Injured Party**

Name: \_\_\_\_\_ College ID Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ \_\_\_ Student \_\_\_ Visitor \_\_\_ Faculty \_\_\_ Staff \_\_\_ Other: \_\_\_\_\_

**Respondent/Defendant or Reporting Party**

Name: \_\_\_\_\_ College ID Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ \_\_\_ Student \_\_\_ Visitor \_\_\_ Faculty \_\_\_ Staff \_\_\_ Other: \_\_\_\_\_

**Additional Information**

Emergency Personnel Called?    \_\_\_ Yes \_\_\_ No    If yes, who? \_\_\_\_\_

Transported to Medical Facility? \_\_\_ Yes \_\_\_ No    If yes, by whom? \_\_\_\_\_

Did they refuse treatment?    \_\_\_ Yes \_\_\_ No

Report completed by:

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date of Report: \_\_\_\_\_ Title: \_\_\_\_\_

Note: ~~Employees injured on job contact~~ Human Resources must report all accidents/incidents to Encova within 24 hours ~~at~~



| ~~(304) 941-1000~~ of incident.

| SCP-1375.B, *Accident/Incident Report Form* (Revised ~~06/2020~~ 11/2025)

Page 1 of 1

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-1375.C

146

Monthly Report of Accidents/Incidents

Campus: \_\_\_\_\_ Report for Month Ending: \_\_\_\_\_ Submitted: \_\_\_\_\_ Date: \_\_\_\_\_

Event Type	Number between 7AM - 3 PM	Number between 3 PM - 11 PM	Number between 11 PM - 7 AM	Total Incidents
Accidents (Requires Form RMI-2)				
Murder				
Aggravated Assault				
Sexual Offense ( <input type="checkbox"/> Forcible <input type="checkbox"/> Non-Forcible)				
Robbery				
Negligent Manslaughter				
Burglary				
Motor Vehicle Theft				
Hate Crime				
Drug Law ( <input type="checkbox"/> Arrest <input type="checkbox"/> Referral)				
Liquor Law ( <input type="checkbox"/> Arrest <input type="checkbox"/> Referral)				
Weapons Possession ( <input type="checkbox"/> Arrest <input type="checkbox"/> Referral)				
Injury				
Incident				
Other: _____				
<b>Grand Total</b>				

Estimated value of Destroyed Property

Personal Property \$ \_\_\_\_\_  
State Property \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_

Area with HIGHEST Incident Rate

\_\_\_\_\_  
\_\_\_\_\_

Original: ~~Director of Facilities and Campus Operations~~ Chief Facilities Management Officer  
SCP-1375.C, Monthly Report of Accidents/Incidents (Revised 06/202011/2025)

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF DECEMBER 16, 2025**

**ITEM:** SCP-4800, *Service Animals on Campus*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-4800, *Service Animals on Campus*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**STAFF MEMBER:** Debbie C. Dingess

**BACKGROUND:**

SCP-4800, *Service Animals on Campus*, was reviewed by the Policies and Procedures Committee at their meeting on November 7, 2025. Revisions reflect no substantive changes. Afterwards, at its meeting on November 19, 2025, the President's Cabinet approved the advancement of SCP-4800, *Service Animals on Campus*, to the Southern West Virginia Community and Technical College Board of Governors.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant approval of SCP-4800, *Service Animals on Campus*, for advancement to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-4800**

**SUBJECT:** Service Animals on Campus

**REFERENCE** Americans with Disabilities Act (ADA); 504 of the Federal Rehabilitation Act; West Virginia's White Cane Law, W. Va. Code § 5-15-1, et seq.; SIP 4200, *Accessibility and Accommodations for Persons with Disabilities*

**ORIGINATION:** December 2019

**EFFECTIVE:** ~~January 15, 2021~~

**REVIEWED:** ~~New~~ November 7, 2025

## **SECTION 1. PURPOSE**

- 1.1 The purpose of this policy is to define what a service animal is and to establish guidelines and procedures for students, faculty, staff and visitors, to have a service animal on campus or in any of its rented spaces or facilities.
- 1.2 Southern complies with the Americans with Disabilities Act amendments in allowing the use of service animals for students, staff, and visitors. The College is committed to allowing service animals as necessary to provide individuals with disabilities an equal opportunity to access the programs, services, and physical facilities of the College.

## **SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy applies to all operational units of Southern West Virginia Community and Technical College.

## **SECTION 3. DEFINITIONS**

- 3.1 Service Animal - Any dog, or miniature horse, that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability including, but not limited to, guiding, alerting, pulling a wheelchair, fetching and/or opening doors. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purposes of this definition.
- 3.2 Emotional Support Animal - An animal that provides emotional support or therapeutic benefits that alleviate one or more of the identified symptoms or effect of a person's disability; however, the animal is not required to be individually trained or certified to perform such a task. Emotional support animals may also be referred to as "comfort animals," "companion animals" and "assistance animals" used to support individuals with mental or emotional disabilities. These animals are not service animals.
- 3.3 Recreational Animal - A domestic animal used for sport, companionship or other non-service/assistance functions. Recreational animals are not allowed inside college facilities.

- 3.4 Unauthorized Animal - Any animal not controlled by leash or harness, unless the animal is a service animal and the handler is unable because of disability to use a leash or harness or if the leash or harness restricts the service animal from functioning appropriately as such. Also, any animal that exhibits violent, uncontrollable, aggressive or unhealthy behavior, including service animals, is also considered an unauthorized animal for purposes of this policy.
- 3.5 Handler - The individual with a disability who uses a service animal.

#### **SECTION 4. POLICY**

- 4.1 Southern may make two inquiries to determine whether an animal qualifies as a service animal:
- 4.1.1 If the animal is a service animal required for a disability; and
  - 4.1.2 What work or task the animal has been trained to perform.
- 4.2 Staff may not ask about the person's disability, require medical documentation, require certification of the animal's training or ask that the animal demonstrate its ability to perform the work or task.
- 4.3 Use of miniature horses as a service animal will be reviewed based on the inquiries and exceptions listed below and allowed by law.

#### **SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 Every attempt for accommodations for service animals on Southern's campus will be made at all times. However, a service animal may be banned or denied on campus for reasons including, but not limited to:
- 5.1.1 Disruptive Behavior - This will include, but is not limited to, barking, whining, growling, wandering, sniffing (people, food, tables, others' belongings), initiating contact with someone without the owner's permission, unless such contact is for the purpose of alerting another person to the handler's immediate medical need.
  - 5.1.2 Illness - Any animal that is ill shall not be permitted on any campus grounds.
  - 5.1.3 Hygiene - This includes but is not limited to all animals that are dirty, not groomed, have a strong odor or have fleas and/or ticks.
  - 5.1.4 Aggressive Behavior - Any animal that is aggressive toward another individual on campus shall not be tolerated. This will be determined on a case-by-case basis by the appropriate campus administrator.
  - 5.1.5 Owner Not Being Responsible - Should the owner violate this policy, his or her permission to utilize the service animal on campus may be revoked. This will be determined on a case-by-case basis by the appropriate campus administrator.
- 5.2 Removal of Service Animal - Southern may require the handler to remove the service animal from its campus if:
- 5.2.1 The animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others;

- 5.2.2 The animal's presence results in a fundamental alteration of a College program;
- 5.2.3 The handler does not comply with the handler's responsibilities set forth above; or
- 5.2.4 The animal or its presence creates an unmanageable disturbance or interference with the College community.
- 5.2.5 Southern will base such determinations upon the consideration of the behavior of the particular animal at issue, and not on speculation or fear about the harm or damages an animal may cause. Any removal of the animal will be done in consultation with the Coordinator of Disability Services and may be appealed to Southern's ADA Compliance Officer following Southern's complaint procedure set forth in *Accessibility and Accommodations for Persons with Disabilities*, SIP-4200.

## SECTION 6. GENERAL PROVISIONS

- 6.1 Persons with conflicting disabilities should contact the appropriate campus administrator and provide verifiable medical documentation to support their claim. All parties involved will be taken into consideration and resolution will be announced as soon as possible.
- 6.2 Concerns regarding a student's service animal should be submitted to the ~~Executive Director for Student Services~~ Chief Student Services Officer. ~~The Executive Director for Student Services~~ Chief Student Services Officer or his/her designee will work together with the affected party to discuss and resolve all concerns related to service animals on campus in compliance with this policy.
- 6.3 Concerns regarding a faculty or staff member's service animal should be directed to Human Resources. ~~The Director of Human Resources~~ Chief Human Resources Officer will work with the affected party to resolve all concerns related to service animals on campus in compliance with this policy.
- 6.4 Service animals are allowed on-campus. Unauthorized animals, ~~recreational animals, and emotional support animals~~ are not allowed on campus.
- 6.5 The use of an emotional support animal as an academic or workplace accommodation must be requested and approved through either the Office of Disability Services or Human Resources. The documentation process is found in SIP-4200, *Accessibility and Accommodations for Persons with Disabilities*.

## SECTION 7. RESPONSIBILITIES

- 7.1 College Responsibilities
  - 7.1.1 Allow service animals to accompany the handler to all areas of the facility where the handler is normally allowed to go.
  - 7.1.2 A handler may not be segregated from other similar members of the campus community except where there is real danger to the animal or where the natural organisms carried by the service animal would adversely affect research. Exceptions to the exclusions will be reviewed on a case-by-case basis.
  - 7.1.3 Not to pet, feed or deliberately startle/disturb a service animal.
  - 7.1.4 Not to separate, or attempt to separate, service animals from their handlers.
  - 7.1.5 Southern will not retaliate against any person because that individual has requested or received a

reasonable accommodation, including a request for a service animal.

## 7.2 Handler or Owner's Responsibility

7.2.1 Handlers must abide by all state laws and city ordinances related to animals on campus locations and Southern's guidelines, including but not limited to:

7.2.1.1 The handler is required to obtain a license required by a particular home municipality. The license and/or tag must be reviewed annually.

7.2.1.2 The handler may be required to provide a collar or harness to which the license and vaccination tags shall be affixed. The handler shall see that the animal wears the collar and tags at all times.

7.2.1.3 The handler is liable for damages caused by the service animal, emotional support animal or recreational animal beyond reasonable wear and tear to the same extent that Southern charges other individuals for damages beyond reasonable wear and tear.

7.2.2 The handler is responsible for the care and supervision of a service animal.

7.2.3 The handler must have full control of the service animal at all times. Animals may not run at large; a leash or harness is required unless the handler is unable because of disability to use a leash or harness or it restricts the animal's ability to function properly.

7.2.4 Disturbing animal vocalization must be kept to an absolute minimum.

7.2.5 Handlers are responsible for relieving animals in designated locations and must ensure immediate cleanup and proper disposal of animal waste.

7.2.6 The service animal's vaccinations must be current and based on a veterinarian's recommendations, with records made available at time of request.

7.2.7 Southern will not ask for or require an individual with a disability to pay a fee or surcharge for a service animal.

7.2.8 The handler agrees to abide by all equally applicable Southern policies that are unrelated to the individual's disability, such as assuring that the animal does not interfere with the routine activities of Southern's campus or facilities.

7.2.9 Southern personnel shall not be required to provide care or food for any service animal, including but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal, and Southern shall not be held responsible for the care, damage to, or loss of the animal.

## SECTION 8. CANCELLATION

8.1 None.

## SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the

President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

**SECTION 10. SIGNATURES**

\_\_\_\_\_  
**Board of Governors Chair** **Date**

\_\_\_\_\_  
**President** **Date**

**Attachments:** None.

**Distribution:** Board of Governors (12 members)  
www.southernwv.edu

**Revision Notes:** December 2019 - Policy Originated.

November 2025 – Revisions reflect changes in titles.



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF DECEMBER 16, 2025**

**ITEM:** SCP-8601, *Presidential Succession Plan*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-8601, *Presidential Succession Plan*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**STAFF MEMBER:** Debbie C. Dingess

**BACKGROUND:**

SCP-8601, *Presidential Succession Plan*, was updated to align with W. Va. Code §18B-2A-4, WVCTCS, Title 135, Procedural Rule, Series 4 and Title 135, Legislative Rule, Series 5; to clarify distinctions between Acting and Interim Presidents; and to define notification and approval procedures consistent with Series 5.

The policy was reviewed by the Policies and Procedures Committee at their meeting on November 7, 2025. Subsequently, at its meeting on November 19, 2025, the President's Cabinet approved the advancement of SCP-8601, *Presidential Succession Plan*, to the Southern West Virginia Community and Technical College Board of Governors.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant approval of SCP-8601, *Presidential Succession Plan*, for advancement to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-8601**

**SUBJECT:** ~~Emergency~~ Presidential Succession Plan

**REFERENCE:** ~~West Virginia Council for Community and Technical College Education, Title 135, Legislative Rule, Series 5, Employing and Evaluating Presidents~~ W. Va. Code §18B-2A-4, *Powers and Duties of Institutional Boards of Governors*; ~~West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 4, Rules and Administrative Procedures~~; and ~~Title 135, Legislative Rule, Series 5, Employing and Evaluating Presidents (effective August 1, 2025)~~

**ORIGINATION:** May 22, 2014

**EFFECTIVE:** ~~January 15, 2021~~

**REVIEWED:** ~~August 26, 2020~~ November 7, 2025

## **SECTION 1. PURPOSE**

- 1.1 The purpose of this policy is to ~~outline the process for the temporary appointment of an Acting President for Southern West Virginia Community and Technical College in the event of a planned or unplanned departure of the current president due to disability, death, or other instance of significant absence~~ establish procedures to ensure continuity of leadership at Southern West Virginia Community and Technical College (the "College") in the event of a planned or unplanned absence, incapacity, or vacancy in the Office of the President.
- 1.2 ~~Should Southern West Virginia Community and Technical College be faced with a planned or unplanned vacancy, or other type of significant absence in the Office of the President, this policy regarding emergency succession planning will be implemented in order to insure that the President's duties in organizational leadership, program development, program administration, operations, Board of Governors' relations, financial operations, resource development, and community presence are performed during the aforementioned planned or unplanned absence~~ This policy ensures that the duties of the President related to leadership, administration, operations, and external relations are maintained during any period of absence, and that all actions align with West Virginia Code and the Council procedural rules.

## **SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 ~~In order to protect the Southern West Virginia Community and Technical College Board of Governors (Board) from sudden loss of Presidential services, the College President will have at least two senior College Vice Presidents familiar with Board and Presidential matters and processes. The College President will furnish the Board with the names of the individuals familiar with Board and Presidential matters and processes at the first regular meeting of the Board at the beginning of each academic year~~ To prepare for potential absence or incapacity, the College President shall annually designate at least two senior administrators familiar with Board and Presidential functions and provide these names to the Board of Governors at the first regular meeting of each academic year.
- 2.2 In the event of a ~~sudden loss of Presidential services, the Board will make a recommendation for an Acting~~

~~President and for compensation of these services for the interim period to the Chancellor for the West Virginia Community and Technical College System short-term or unplanned loss of presidential services, the Board of Governors shall convene to recommend an Acting or Interim President and proposed compensation to the Chancellor for the West Virginia Council for Community and Technical College Education (the “Council”) in accordance with Title 135, Series 5. The Board shall follow the procedures, timelines, and documentation requirements set forth in Series 5, including submission of any forms or statements required by the Council.~~

### SECTION 3. DEFINITIONS

- 3.1 Short-term or Unplanned Absence – An absence ~~defined and managed consistent with Title 135, Series 5. For institutional purposes, a short-term absence ordinarily is of more than one month, but less than six months, in which it is expected that the President will return to his/her position once the events precipitating the absence are resolved.~~
- 3.2 Long-term or Planned Absence – An absence ~~defined and managed consistent with Title 135, Series 5. For institutional purposes, a long-term absence ordinarily is that is expected to last more than six months or more in which the President will not return to his/her position for an unknown period of time or permanently.~~
- 3.3 Acting President – A senior administrator temporarily assigned to fulfill presidential duties during a short-term or unplanned absence.
- ~~3.23.4~~ 3.4 Interim President – An individual appointed by the Council upon recommendation of the Board of Governors to serve during an extended or indefinite absence until a permanent appointment is made.

### SECTION 4. POLICY

- 4.1 Short-term or Unplanned Absence
- 4.1.1 In the event of ~~the~~ a short-term or unplanned absence of the President, ~~in contrast to a planned leave, the Southern West Virginia Community and Technical College Board of Governors authorizes the Board Chair to activate the terms of this Emergency Presidential Succession Plan the Executive Assistant to the President and Board of Governors (the “Executive Assistant”) shall immediately notify the Board Chair, who shall convene the Board as soon as feasible to activate this succession plan.~~
- 4.1.2 ~~In the event of the short term or unplanned absence of the President, the Executive Assistant to the President and Board of Governors will immediately inform the Board Chair of the absence. As soon as feasible, the Board Chair will convene a meeting of the Board of Governors to affirm the procedures prescribed in this Emergency Presidential Succession Plan or make modifications as the Board deems appropriate. The Board shall identify a qualified Acting President from among the designated senior administrators to temporarily assume presidential responsibilities.~~
- 4.1.3 The Board Chair will submit ~~in writing the name of the individual whom the Board has recommended as Acting President, and a recommendation for compensation of the duties assigned for the interim period to the Chancellor for the West Virginia Council for Community and Technical College Education. Upon the Council’s selection of an Acting President and compensation for these services, the Board of Governors will be responsible for monitoring the work of the Acting President and be sensitive to the support needs of the Acting President in the temporary leadership role written notice of the Acting President’s name, proposed compensation, and required supporting documentation to the Chancellor for approval within specified timeframes all in accordance with Title 135, Series 5.~~

- 4.1.4 ~~Immediately upon transferring the responsibilities to the Acting President, the Board Chair will notify the employees of Southern West Virginia Community and Technical College and key stakeholders of the delegation of authority.~~ Upon Council approval, the Board Chair shall notify all College employees and key stakeholders of the delegation of authority and provide any notices required in accordance with Series 5.

## 4.2 Long-term or Planned Absence

- 4.2.1 ~~Should a long-term absence (an absence of more than six months) occur, in which the President will not return to his/her position for an unknown period of time, the Executive Assistant to the President and Board of Governors will inform the Board Chair of the absence. As soon as feasibly possible, the Board Chair will convene a meeting of the Board of Governors to activate the procedures prescribed in this policy.~~ In the event of a long-term or planned absence, the Executive Assistant shall notify the Board Chair, who shall convene the Board of Governors to recommend an Interim President and related compensation to the Chancellor for approval and shall submit any documentation or forms required by Series 5.
- 4.2.2 ~~The Board Chair will submit in writing the name of the individual whom the Board has recommended as Acting President, and a recommendation for compensation of the duties assigned for the interim period to the Chancellor for the West Virginia Council for Community and Technical College Education. Upon the Council's selection of an Acting President and compensation for these services, the Board of Governors will be responsible for monitoring the work of the Acting President. He or she will serve at the will and pleasure of the Board of Governors.~~ The Interim President will serve at the will and pleasure of the Board of Governors subject to Council approval and any limitations or conditions set forth in Title 135, Series 5.
- 4.2.3 ~~Immediately upon transferring the responsibilities to the Acting President, the Board Chair will notify the employees of Southern West Virginia Community and Technical College and key stakeholders of the delegation of authority.~~ Upon appointment, the Board Chair shall notify all employees and stakeholders of the Interim President's delegation of authority and provide any notices required in accordance with Series 5.
- 4.2.4 ~~Should the long-term absence of the College President develop into a permanent absence, the Board of Governors will follow the procedures of the West Virginia Council for Community and Technical College Education, Title 135, Legislative Rule, Series 5, Employing and Evaluating Presidents.~~ If the long-term absence becomes permanent, the Board of Governors shall initiate a presidential search in accordance with Title 135, Series 5 and shall comply with all requirements for search committee composition, stakeholder input, timelines, advertising, and submission of the search plan or candidate slate to the Chancellor and the Council.

## SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 ~~None~~ Pursuant to West Virginia Code §18B-2A-4 and Title 135, Legislative Rule, Series 5, each institutional Board of Governors is responsible for ensuring continuous executive leadership. This policy establishes procedures to maintain operational stability and compliance with Council requirements in the event of a presidential absence or vacancy.

## SECTION 6. GENERAL PROVISIONS

- 6.1 ~~None~~ All actions taken under this policy shall comply with applicable provisions of West Virginia Code §18B-2A-4 and Title 135, Series 5.

6.2 The Board Chair shall ensure prompt notification to the Chancellor of any change in presidential status in the timeframe and format required by Title 135, Series 5.

6.3 This policy does not supersede any procedures adopted by the Council governing presidential appointments or evaluations. In the event of any conflict within this policy, Series 5 will control.

## **SECTION 7. RESPONSIBILITIES**

7.1 The President of Southern West Virginia Community and Technical College will furnish the Board of Governors with the names of the Vice President's familiar with Board and Presidential matters and processes at the first regular meeting of the Board at the beginning of each academic year shall furnish the Board of Governors with the names of senior administrators capable of serving in an acting capacity at the first regular meeting of each academic year, and shall update those names promptly if changes occur. The Board will ensure that any annual designation complies with Series 5 requirements for documentation or conflict-of-interest disclosure.

7.2 In the event of a short term or long term absence of the President, the Executive Assistant to the President and Board of Governors will inform the Board Chair of the absence. The Executive Assistant shall promptly notify the Board Chair of any short-term or long-term absence of the President.

7.3 As soon as feasible, the Board Chair will convene a meeting of the Board of Governors to activate the procedures prescribed in this policy. The Board Chair shall convene the Board of Governors to activate the appropriate procedures, recommend an Acting or Interim President, and ensure timely notification to the Chancellor and College employees and stakeholders in the form and timeframes required by Title 135, Series 5.

## **SECTION 8. CANCELLATION**

8.1 None.

## **SECTION 9. REVIEW STATEMENT**

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

## **SECTION 10. SIGNATURES**

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**Board of Governors Chair** **Date**

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**President** **Date**

**Attachments:** None.

**Distribution:** Board of Governors (12 members)  
www.southernwv.edu

**Revision Notes:** May 22, 2014 – Initial Release

August 26, 2020 – Policy reviewed for accuracy and no modifications are necessary.

November 7, 2025 – Updated to align with West Virginia Code §18B-2A-4, Title 135, Procedural Rule, Series 4, and Title 135, Legislative Rule, Series 5; clarify distinctions between Acting and Interim Presidents; and define notification, documentation, and approval procedures consistent with Series 5.